**Hassan Sadeeq**

**41 Derby Street Bradford BD7 3BY**

**Mobile: 07706533960, Email: hassansadeeq157@gmail.com**

**Date of Birth: 10/02/1996**

**Personal Statement**

A highly motivated and aspiring Business minded individual, currently looking to secure my professional career after dedicating the last five years to studying and experiencing the business and IT industry. Excellent admin skills, thorough knowledge of all Microsoft Office programs, as well as proficiency in minute-taking and extensive experience liaising with clients*.* Contacting colleagues across multiple sites and countries. After experiencing the working industry along with my academic studies, I am now fully committed to starting my career with a company.

**Education and Qualifications**

2015-2019, Bradford University/College

* Business Management (BA) (Hons) Degree

2013-2014, Saltaire Shipley College

* Travel and Tourism BTEC Level 3 National Diploma – Pass

2011-2013, Grange Technology College

* English GCSE-C
* Mathematics GCSE-C
* Science GCSE-C
* Business Studies BTEC Level 3 – Pass
* Business Studies BTEC Level 2- Pass
* Product Design BTEC Level 2- Merit

**Career History**

Lloyds Banking Group, 24/7 Operations Analyst, 9th October 2019 - Current

My duties and responisbilities include:

* Taking respnsiblity and maintaining live incidents.
* Managing applications and services and evolve technical skills in line with business requirements.
* Escalating and tasking incidents to the correct technical teams, also keeping oversight of the response.
* Contacting colleagues across multiple sites and countries.

Lloyds Banking Group, IT Service Desk Computer Analyst, 4th September 2018-30th July 2019

My duties and responsibilities included:

* Worked as a contractor providing 1st line IT helpdesk support for LBG colleagues experiencing access issues. This includes working with active directory, blackberry enterprise server, RSA remote console, MacAfee desktop encryption and mainframe support.

Commercial Energy, 2018 January 22nd– 2018 March 29th (University Placement)

My duties and responsibilities included:

* Shadowing the sales team
* Processing welcome letters
* Taking inbound calls
* Got offered a fulltime job however could not take the opportunity due to university.

CSM Bakery Solutions, 2017 April 4th -2017 July 14th (Summer Job)

My duties and responsibilities included:

* Working as part of a team of 10 people on the production line.
* Duties included ensuring products were suitable to go into the packaging line, this was part of the quality control section of the production line.
* Packing products to the best quality and complying with regulations, making sure the final product is suitable for purchase.

Holiday Inn Express (Work Experience) 2015 8th June – 2015 19th June

My duties and responsibilities included:

* Shadowing the receptionist, allowing me to understand how the booking software works also to experience first-hand complaints and how they should be dealt with in the most professional manner.
* Creating good rapports with customers, allowing them to feel comfortable around myself and other staff members.

First Choice Holiday Representative (Work Experience) 2015 24th April-2015 1st May

My duties and responsibilities included:

* Shadowing holiday representatives
* Working within a motivated college class abroad, creating a good bond with parents and their children allowing them to take part in activities which we would organise.
* Ensuring our group was able to enjoy their holiday and deal with any complaints they had.

Morrison’s Farmers Boy, 2014 April 2nd – 2014 September 28th (Summer Job)

My duties and responsibilities included:

* Working as part of a team of 7 people in a fast-paced environment on the production line.
* Duties included guaranteeing products were appropriate to go into the packaging line.
* Packing products to the best quality and complying with regulations, making sure the final product is suitable for purchase.

**Hobbies and interests**

I have a great passion for bettering my boxing skills in my spare time. I try to spend as much social time in activities such as boxing and football occasionally as it helps to focus my mind on health and fitness.

**References available on request.**