**Warris Rehman**

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Telephone: (0114) 2433174

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**Personal profile**

I am punctual and well organised which can be demonstrated through my excellent college attendance. I am a reliable and polite person to be around and to work with and I am good at communicating with others. I am a determined person who always likes to help out people whatever the situation might be as well as being confident in working in a team. Through my studies at college, I have strong IT skills and I am comfortable using Microsoft packages. I am looking for a role with Business Administration so that I can further develop my skills within a business environment.

**Education**

**Longley Park Sixth Form College** ***September 2015 – present***

Pending qualifications Predicted grade

BTEC Level 2 WorkSkills (Business and Admin) Pass

GCSE English 4

GCSE Mathematics 4

Completed qualifications Grade

BTEC Level 2 Award in WorkSkills (Business & IT) Pass

BTEC Level 2 Certificate in ICT Level 1 Pass

BTEC Level 1 Award in WorkSkills Pass

BTEC Level 1 Diploma for IT Users Pass

**Hinde House Secondary School** ***September 2010 – June 2015***

Completed qualifications Grade

GCSE English Language D

GCSE Mathematics D

GCSE Design Technology E

BTEC First Award in Applications of Science Pass

BTEC First Award in Performing Arts Pass

**Work Experience**

**ShoeZone** *Two weeks in July 2014*

Key responsibilities:

* Greeting customers on the shop floor
* Advising customers on their purchases
* Maintaining store cleanliness

I have also help run two charity car washes, helping to raise money for the less fortunate. I was responsible for the scheduling of the car wash to ensure we could raise the maximum amount of money in the time available.

**Hobbies and Interests**

On weekends I like to play 5 aside football which helps improve my teamwork and communication. I like to spend quality time with my family, such as visiting the cinema. Last year with my family I went down to London for 12 days we did lots of sightseeing and activities.

**References**

**Mr Gohar Khan Mr Dan Odlin**

Business Teacher Academic Tutor

Longley Park Sixth Form College Longley Park Sixth Form College

Horninglow Road Horninglow Road

Sheffield Sheffield

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