Zubair Adam

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Personal statement

A highly organised and enthusiastic worker that is willing to learn more. A problem solver who enjoys a challenge and can work well under pressure and who possesses strong customer service skills. Excellent understanding of windows XP, 7, 8, and Windows 10. Good communication skills and customer service skill. I have a developed knowledge of Microsoft office 365 with outstanding skills on Microsoft Word and Microsoft Excel. I can work as a team member as well as working independently. I have a good knowledge of troubleshooting system problems and an excellent understanding of computer hardware setup and configuration.

Key Skills

* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Experience of setting up and maintaining hardware and software systems.
* Good problem-solving skills along with the ability to maintain calm under pressure.

Employment History

Librarian Assistant, Work Experience Manningham library, Bradford

(April 2013 – 2 weeks)

Achievements and responsibilities:

Working as a librarian assistant at Manningham library entails mainly administrative task such as:

* Working on the till scanning library cards and books for loan
* Working in office inputting new customer data into system
* Working in office filing customer applications
* Helping customers setup accounts on the computers
* Aiding customers to any questions they had

Education

Bradford College University Centre (Validated by Teesside University)

(2015 – 2019)

BSc (Hons) – Computer Information Systems 2-2

****Oasis Academy Lister Park****

(2013 – 2015)

* BTEC level 3 Subsidiary Diploma in IT (QCF) - DISTINCTION\*
* BTEC level 3 90-credit Diploma in Business (QCF) with double grade - MERIT, MERIT
* AQA Level 2 Higher Project – C

****Challenge College****

(2009 – 2013)

* OCR level 2 National Award in ICT - PASS
* Edexcel BTEC Applied Science (QCF) - PASS
* Edexcel BTEC level 2 in Art and Design (QCF) - PASS
* GCSE D&T Product Design - C
* GCSE English at grade - C
* GCSEMaths at grade – D

Hobbies & Interests

I am passionate about IT and its development. I am interested in programming for mobile applications and websites. In my degree course BSc (Hons) – Computer Information Systems I have enjoyed using android studios and java language to create an android mobile application, I have also enjoyed creating a website using PHP, HTML and CSS and MYSQL using the Laravel framework for my final year project. I also enjoy hands on engineering and willing to expand my technical ability. I also enjoy teaching other people my IT knowledge. I am also interested in expanding further in the Field of IT.

References

References are available upon request.