

# Madan Gurung

📍 28 Bourne Ave, Reading, RG2 0DU, Berkshire

✉ gurungmadan@hotmail.com

🔗 [linkedin.com/in/madan-gurung-02a228a6](https://www.linkedin.com/in/madan-gurung-02a228a6)

☎ 07456 086580

## Professional Profile

Recent IT Graduate with passion to begin pursuing a lifelong career within the Information System Technology sector; seeking to progress through to achieve goal of attaining a role as a developer. Work well in a team without supervision and excel within fast-paced and challenging working environments.

Core Competencies:

Customer Service | Communication & Interpersonal Skills | Research Skills  
Data Analysis | Tech-Savvy | Strategic Planning | Attention to Detail | Troubleshooting

## Education

- 🏛 PG Certificate: Information System Technology, City University London, 2017
- 🏛 Bachelor Degree: Computer Science, University of Hertfordshire, 2016
- 🏛 A Levels, Reading College, 2012
- 🏛 GCSEs, Prospect College of Technology, 2008

### ACADEMIC ACHIEVEMENTS

**Web Designer** for non-profit organisation: Reading Tamu Samaj (Jan-Mar 2018)

Website: [ReadingTamuSamajUK.co.uk](http://ReadingTamuSamajUK.co.uk)

Created fully functioning website from initial concepts to completion in alignment with client's specifications and requirements while adhering to standards and deadlines.

### IT SKILLS

Microsoft Office, Adobe Photoshop, HTML5, CSS, JavaScript

## Career Summary

- 👤 **Store Assistant, ASDA** 2015-Ongoing
  - Drive daily operations through task delegations, resource planning, inventory control, report writing and assisting customers with their needs while cross-selling products.
- 👤 **Kitchen Staff, Nandos** 2013
  - Prepared food items while contributing to food audits, front-of-house, serving, processing payments and ensuring a pleasant dining experience for all customers throughout.
- 👤 **Factory Worker, Clean** 2012
  - Fulfilled large orders at a laundry factory with labour-focused tasks and transportation.
- 👤 **Sales Assistant, Sports Direct** 2008-2011
  - Ensured smooth daily operations with contributions across inventory control, cross-selling products/services, strengthening customer relations and resolving escalated issues.

*References are available upon request*