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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Madan Gurung | |  |  | | --- | --- | | Marker | 28 Bourne Ave, Reading, RG2 0DU, Berkshire | | Envelope | [gurungmadan@hotmail.com](mailto:emailaddress@gmail.com) | | Link | linkedin.com/in/madan-gurung-02a228a6 | | Receiver | 07456 086580 | | |

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| Professional ProfileEducation | 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   |  |  |  | | --- | --- | --- | | Court | PG Certificate: Information System Technology, City University London, 2017 |  | | Court | Bachelor Degree: Computer Science, University of Hertfordshire, 2016 | | Court | A Levels, Reading College, 2012 | | Court | GCSEs, Prospect College of Technology, 2008 |   academic achievements  **Web Designer** for non-profit organisation: Reading Tamu Samaj (Jan-Mar 2018)  Website: 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 | |  |  |  | | --- | --- | --- | | User | **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.  |  |  |  | | --- | --- | --- | | User | **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.  |  |  |  | | --- | --- | --- | | User | **Factory Worker, Clean** | 2012 |  * Fulfilled large orders at a laundry factory with labour-focused tasks and transportation.  |  |  |  | | --- | --- | --- | | User | **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* |