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# **Kyle John**

A business graduate with a 2:1 degree in business management and economics from Nottingham Trent University looking for a career in which to utilise my keen business acumen. Seeking to become part of an organisation where I can prove to be a valuable team member in a graduate financial role. After completing my university course, I wanted to develop my skills in project management, which has led to me recently achieving my ‘Prince 2 Agile Foundation’ certificate.

Key skills:

* Admin/financial acumen – handling balance sheets, invoices, and bank statements
* Strong customer service experience and ability to leverage excellent communication skills
* Comprehensive IT skills – knowledgeable in Excel, Sage, Quickbooks software platforms as well as coding and data analysis skills
* Keen eye for detail

##### **Education**

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|  | **Prince2 Agile Foundation**  **Business Management & Economics**  **2:1**  **CMI level 5 Certificate in Management and Leadership** |  | **March 2022 - July 2022****September 2016 – August 2019** |
|  | **Nottingham Trent University** |
|  | Modules included: Leadership & Empowerment, Data mining & Financial data, Marketing Management, Industry Corp & Government | | |

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|  | **BTEC Business Diploma Level 3** |  | **September 2014 – June 2016** |
|  | **Distinction, Merit, Merit**  **West Herts College** |

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|  | **Advance Level Economic E** |  | **September 2014 – June 2014** |
|  | **Stanmore College** |

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|  | **GCSEs** |  | **2009 – 2013** |
|  | **Whitmore High School** |
|  | 11 GCSEs Grades A\* - D | | |

#### **Work Experience**

**Workforce Planner (Skanska – SCS) (July 2021 – May 2023)**

* Completing overtime authorization forms
* Updating Aphex system to calculate completion of work
* Updating the workforce Planner
* Conducting end of month meeting regarding the workforce (who is leaving, whose end date is coming up, Recruitment status, cost of labour)
* Updating Organogram charts for the workforce
* Update Powerbi dashboard which monitors the workforce
* Calculate rewards for the team that has been most efficient
* Handling administrative duties such as completing office duties, menial tasks around the office etc.

**Driver Assistant (St Luke’s) (January – March 2020)**

* Helping with delivering and retrieving goods for the charity

**Administrator (Forde & Co) (Temporary position December 2019)**

* Working as an assistant for an accountancy firm
* Completing clients’ balance sheets via excel and QuickBooks – keeping track of payments into the clients account from real estate and other sources of income
* Handling administrative duties such as answering the phone, filing, completing office duties etc.
* Handling financial queries such as helping clients understand and manage their budget, detect any fraud or misplacements of money and liaising with clients regarding financial information or advice
* Prepare & Review invoices

**Administrator (Sofology) (Temporary position July – October 2019)**

* Handling administrative duties such as answering the phone, filing, completing general office duties
* Dealing with customer service queries by phone and email, dealing promptly with any complaints
* Managing any issues regarding drivers conducting deliveries
* Organising payroll runs and recruitment agency staffing invoices – reconciling employees’ timesheet and hourly pay, inputting onto Sage and arranging invoice send off and filing hard copies in the office

**Career break – studying at University (September 2016 – June 2019)**

**Shop floor Assistant (Superdrug) (May – August 2016)**

* Providing customer service support within the store, handling transactions at the till and maintaining order and cleanliness in store

**Sales Assistant (Pavers’) (November 2014 – December 2015)**

* Offering high quality customer service, organising shelving in the shop and also the stock room, dealing with deliveries

**Match Day Steward (Brentford Football Club) (July 2014)**

* Maintaining spectator safety

**Extra-curricular activities and hobbies**

* Underwent rigorous selection process to be part of the economics training at the prestigious Harrow School. Successfully completed psychometric tests, group tasks, mathematical tasks, and environmental tasks.
* Participating in football at the Mill Hill Football club led to an excellent work ethic and the ability to work as part of a team
* Advanced maths skills by taking part in the Maths Master Class at Greenwich University and taking part in the royal institution of Great Britain at Bentley Wood School
* Participating in the Investment & Trading Society – Corporate Finance Team at Nottingham Trent developed teamwork and presentation abilities and led to the acquisition of useful insight into the complex workings of investments
* Passion for football and boxing indicates a high level of commitment to personal development and commitment
* **CMI level 5 Certificate in Management and Leadership**