

Meena Chand

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Career Aim

Proactive professional with over 5 years of experience in management and technical roles. Skilled in project management, customer service, and team leadership. Expertise as an International Student Life Digital Ambassador and President of Cambridge Wolves Society. Proficient in object-oriented programming with Dart, Flutter, and Core Java. Passionate about learning, technology, and problem-solving. Ready to embrace new challenges, collaborate with teams, and start training in October 2024. Seeking to leverage my skills and experience in a challenging technical role that offers opportunities for growth and development.

Education

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|--------------------|--|
| 2023 | University of Wolverhampton, United Kingdom
Masters in Computer Science – Ongoing <ul style="list-style-type: none">• President of Cambridge Wolves Society (2024), City Campus Representative (2024), Course Representative (2024), British Computer Society Member. |
| 2011 – 2015 | Kathmandu University, Nepal
Bachelors in Business Information Systems |
| 2011 | Xavier International College, Nepal
Higher Secondary School |

Employment

- | | |
|--------------------------------|---|
| 2024
(Feb - Present) | University of Wolverhampton, UK
Int. Student Life Digital Ambassador <ul style="list-style-type: none">• Assisting in updating the WT4 website, maintaining user information, and exploring new tech features.• Collaborating on digital transformation projects, creating service information, training content, and workshops for staff. |
| 2024
(May - Present) | Satrex Ltd, Cambridge UK
Developer and Executive Sales Assistant <ul style="list-style-type: none">• Developing and maintaining the company's website, resolving technical issues to enhance performance.• Coordinating meetings and promoting training programs to clients, boosting sales and engagement. |
| July 2024 | South Staffordshire Council, UK
Counting Officer <ul style="list-style-type: none">• Assisted in the election process, supported UK government procedures, and monitored counting for accuracy and transparency. |

2022- 2023
(Jan - May)

Royal Guard Security Services Pvt. Ltd, Nepal
Manager

- Developed and implemented security policies, managed IT systems, and controlled budgets for security operations.
- Created workshops and training programs for staff.

2021
(August - November)

Vidinli Software, Germany
Junior Flutter Developer

- Managed designing, coding, testing, deployment, and maintenance; researched and implemented widgets, libraries, and state management with GIT.
- Participated in weekly design reviews and walkthroughs with the project manager and development teams.

2017- 2019

Vrindavan Institute for Higher Education, India
Online Administrator

- Promoted the institute through digital marketing.
- Handled the task of organising meetings and played a vital role in decision-making.
- Suggested software updates to the existing system.

2011-2015

Nobel Management Research and Consulting Services, India
Project Assistant

- Provided administrative support, handled phone calls, and responded to project-related inquiries.
- Assisted in creating project plans, timelines, and conducted research to support decision-making.

Skills and Training

IT

- **Programming Languages:** Java (Core Java), Dart, HTML, CSS, JavaScript, MySQL, Flutter, React, Laravel, SQLite.
- **Certifications:** Core Java Course - CodeGym (2023), Digital Marketing Training - IT Nepal (2017).
- **Projects:** Flutter Blog App, Web Application: Alumni Management System, Ecommerce Dashboard (<https://github.com/meena108>).
Other: Experienced in team leadership, project management, and customer service.

Activities and Achievements

- Finalist of Falyanka Leadership Award (Student Union, 2024).
- Won Best Organizer of Nepali New Year Event (Student Union, 2024).
- Undertaken several high-profile and professional interviews with British media.