**Mohamed Said**

+44 (0)7523303911 | **Mosaid8649@gmail.com**

**Education**

**Ark Acton Academy**

* **A-Levels:** Achieved 3 passes at A levels **Mathematics, Chemistry and Biology** **Sep 2021 – Jul 2023**
* **GCSEs:** **8 (9-** **6)** including Mathematics (**7**) and English Language (**6**) **Sep 2016 – Jul 2021**

**Work Experience**

**Bedoya electrical – Admin**

* Assisted in setting up and configuring office computer systems and software.
* Provided basic troubleshooting support for colleagues experiencing software and hardware issues
* Managed user accounts and permissions on the company's network.
* Helped maintain and update the company's website by adding content and images.
* Conducted software updates and ensured antivirus programs were up to date.
* Assisted in creating and managing email accounts for employees.
* Maintained an inventory of computer equipment and software licenses.
* Helped organize IT training sessions for staff**.**

**CNA Hardy – Finance Summer Intern** **London UK, June 2023-September 2023**

* Working with market and credit risk on a diversification project
* Led a group of 4 to reengineer the graduate program incorporating D&I initiatives – the program launched in 2018

**Google Chromebook – Sales Specialist London UK, May 2022- January 2023**

* Working with demonstrators from highly recognised companies such as Microsoft and Intel to finalise sales of Chromebooks.
* Increased sales by 20% since joining the company and was granted a trip to South Africa
* Responsible for approaching customers from different backgrounds and fulfilling sales targets.

**Jade Pharmacy – Pharmacy assistant London UK, June 2021 – March 2022**

* Worked cohesively with a team to provide ultimate customer service and a follow-up meeting with a leading pharmacy manager.
* Customer satisfaction was reported to be 95% increasing the reliability of the company.

**Prime Tuition Limited – Tutor August 2021-June 2023**

**London,UK**

* Tutored students studying GCSE Mathematics and Chemistry; developed teaching resources such as topic booklets and past paper booklets and helped simplify complex concepts that students had difficulties with on a 1:1 basis.
* Led weekly group sessions to ensure cross-pollination of understanding and to encourage collaboration; average grade increase was 2 grades, with 81% of students achieving an A grade in core study subject.

**Positions of Responsibility**

**Lead Volunteer – Pharmacy, London**  **Sep 2018 – Oct 2019**

* Prepared and reviewed business intelligence with the pharmaceutical manager
* Ensured prescribed medications were correct for the patients.
* Ensured the accuracy of written medicine orders, dispensed pharmaceuticals, and compounded unscripted medicines as needed whilst being very proactive during business hours thought out the day at the pharmacy

**Lead Charity fundraiser- London**

* Organised a charity fundraiser for my beloved Mother who has passed away recently was able to reach a target of £15’000. The funds raised will be utilized for charity projects across Africa including her homeland , where we will be planting trees and constructing water wells across Africa.

**Skills, Activities & Interests**

**Languages:** English (Native) and Somali (Fluent)

**IT and Technical Skills:**

**Languages:** Javascript, Html, CSS and python

**Framework**:Node.js and vue.js

**Tools**:Git and Linux

**Portfolio website:**