**SUNJEET SINGH FOOLCHAND**

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Date of Birth: 22/12/84 Nationality: Mauritian Male

Visa Type: Post-Study Work Permit (PSW) Exp: 14/06/13

**PERSONAL STATEMENT**

I am a recent graduate in MSC Accounting and Finance. I am a very dynamic person. I have a very conscientious approach coupled with professional outlook and excellent communication skills. I also have multi language skills, which are English, French and Hindi, all spoken and written fluently. My numerical skills are of a very high level and have good organisational skills. I am always willing to learn and gain valuable experience.

**SKILLS**

* Good Communication and Interpretation Skills
* Enthusiastic and eager to Learn
* Strong eye for details
* Confident User of Microsoft office, including Word, Advanced Excel and PowerPoint
* Good Leadership and very dynamic
* Good Organisational Skills
* Multi language skills, including English, French and Hindi
* Good Numerical Skills
* Conscientious approach to workload

**EDUCATION**

**University of Northampton**

(2009 – 2011)

2:2, MSC Accounting and Finance

Subjects studied are Corporate Reporting, Global Financial Strategy, Financial and Business Strategy, Strategic Audit, Investment Analysis, Corporate Social Responsibility and Governance and Research Methods for Business.

**University of Hertfordshire**

(2005 – 2008)

2:2, BA Accounting

Subjects studied are Financial Statements 1 and 2, Taxations, Advanced Corporate Reporting, Management and Marketing, Financial Management, International Accounting, Strategic cost and Management Accounting, Practice of Auditing, Performance Management, Cost and Activity Management and Employment and Entrepreneur

**SSS Quartier Militaire College, Mauritius**

(2004 – 2005)

Accounting – C

French - C

**Certificate and Diploma in Computer Studies, Harel Mallac, Mauritius**

(2004 – 2005)

Studied and mastered Microsoft office, including Word, Advanced Excel, QuickBooks, PowerPoint and some Basic Programming such as C and C++

**SSS Quartier Militaire College, Mauritius**

(1998 – 2004)

6 GCSEs, grades A-C, including Maths, English, Accounting, French and Economics

**WORK EXPERIENCE**

**Shop Assistant / Team Leader / Cashier, ODEON Cinemas**

(2006 – 2009)

I started as a Shop Assistant but after 6 months I was promoted as a Team Leader due to my excellent and proven work. The shop Assistant role involved in making maximum sales, meeting the targets of the company set by the manager and the Team Leader and showing great customer service and strong communication skills.

Under the Team Leader role, I managed a team of 20+ people who under my leadership carried out the day-to-day work. I was also responsible of managing the task loads, shifting staffs to various stations, dealing with customers such as responding to their queries, their complaints and making sure they are fully satisfied with the service they are paying for. I was also responsible of checking the level of stocks and report to the stock manager. I had to make sure that the team was doing its job and meeting the targets set by the company and then report to the manager directly.

Under the Cashier role, I was responsible for all the tills, making sure each of them is counted and ready to be used. I was responsible for all the monetary and credit transactions issues in the company. I was in charge of checking the shorts and evens of each till and input all the data on the Company’s System such as Excel. I also had to work with the manager to balance the end of the day transactions.

My roles at Odeon Cinemas have been able to furnish me with strong communication skills, strong organisational skills, strong leadership, great customer service and sales skills and improved my numerical skills to a higher level. Due to my excellent work, I was also awarded the best staff for two years in row.

**Shop Assistant, 99p Stores**

(Summer Holidays 2006)

This role involved in serving customers, maximising sales, working on tills, communicating with customers and making sure they are satisfied and also making sure that all shelves are fully stocked. This role involved working under pressure and ensuring that high level of customer service was achieved at all time.

**INTERESTS AND HOBBIES**

I have a keen interest in Football, where I used to represent my college and universities for regional competitions. I do like socialising with people where I try to learn from other people’s experiences and knowledge.

**REFERENCE**

References Available on request