

## Amit Tailor

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### Profile

I am an active, organised and hardworking individual with excellent attendance. I can work in a team and individually. A successful professional with a capital of transferable skills gained in the sales and retail sector, approached by a friendly and approachable personality, always demonstrating a positive attitude to work. I have demonstrated technical as well as professional skills throughout my career and have a hunger to learn.

### Key Skills

- Microsoft Office
- Data Analytics
- PC Maintenance
- Powerpoint
- Excel
- Problem Solving

### Education

2018- 2019  
Tameside College

- ☐ Supported Internship - Level 2 Award in Employability Skills
- ☐ Functional Skills qualification in English Level 2

2015 – 2018  
Tameside College

- ☐ Level 1 IT
  - ☐ Functional Skills qualification in Mathematics Level 1
  - ☐ Functional Skills qualification in English Level 1
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2016-2017  
Ashton 6<sup>th</sup> Form

☐ Functional Skills Mathematics Level 2

2012-2014  
The Manchester  
College

☐ BTEC Level 3 IT and Creative Media

2007 – 2012  
New Charter  
Academy

☐ 7 GCSE'S including Math's and English

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May 2019 - Present    ***Bowerfield house care home***

**Position: Care Home Assistant (Key Worker)**

**Summary:**

- ☐ Prepare food for the residents and follow protocol
- ☐ General office administration duties
- ☐ Design menu and communication with chefs

Sept 2018 – April  
2019

***Jigsaw Homes***

**Position:** Financial Assistant

**Summary:**

- ☐ Use of Microsoft Office Programmes such as Word, Excel and PowerPoint.
  - ☐ Creating graphs for stock check
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- ☐ Recording and organising work wear on Excel for office database.
  - ☐ General office administration duties

Dec 2017- March  
2018

***Active Medlock Centre***

**Position:** Finance Assistant

**Summaries of Responsibilities:**

- ☐ Responding to client queries
- ☐ Data input for the accounts manager onto Excel/Word programmes
- ☐ Organising files
- ☐ Teamwork and problem solving

Jan 2017- Dec 2018

***Quality Assurance***

**Position:** Technical Assistant at MicroTech

**Summaries of Responsibilities:**

- ☐ Install software for customers
- ☐ Testing computer equipment for functionality
- ☐ Perform routine maintenance checks on computers, including running virus scans, cleaning up memory and upgrading hardware and software.
- ☐ Construction of new computers

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**References**

Kindly provided upon request



