

Qasim Awan
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Personal Statement

An energetic and hardworking candidate with experience in working as a part of a team and with excellent people skills committed to provide a high level of service.

Skills

- Hold Full UK Driving Licence and own a car
- Hold an SIA Licence
- Able to work on my own initiative
- Able to learn new skills quickly
- Flexibility to do different tasks
- Able to follow the procedures
- Able to work effectively in a team
- Good observation skills
- Excellent IT skills and proficient in using Microsoft applications such as Word, Excel and PowerPoint
- Experience in working in a fast paced environment
- Multilingual, can speak five languages
 - English
 - Spanish
 - Urdu
 - Basque
 - Punjabi

Education

Stockport College

September 2015 – June 2016

Edexcel BTEC Level 3 Extended Diploma in IT

Units studied include;

- Unit 01 Communication and Employability Skills for IT
- Unit 02 Computer Systems
- Unit 03 Information Systems
- Unit 16 Procedural Programming
- Unit 24 Controlling Systems Using IT
- Unit 30 Digital Graphics
- Unit 31 Computer Animation
- Unit 36 Computer Game Platforms and Technologies
- Unit 42 Spreadsheet Modelling

GCSEs

September 2014 – June 2015

- Mathematics - B
- English Language - C

The Manchester College

September 2014 – June 2015

Level 2 Diploma on ICT Systems and Principles for IT Professionals

Units studied include;

- Level 2 Customer Support Provision
- Level 2 Install and Configure ICT Equipment and Operating Systems
- Level 2 Install, Configure and Maintain Software
- Level 2 Testing ICT Systems
- Level 2 ICT Repair Centre Procedure 2
- Level 2 Install & Configure and Test ICT Networks

EDUDO

April 2014 – May 2014

EDEXCEL BTEC Level 1 Certificate in Workskills

HABC Level 2 Certificate in Principles of Providing Security Services

HABC Level 2 Award in Door Supervision

Units studied include:

- Level 2 Building Working Relationships with Customers
- Level 2 Conflict Management for the Private Security Industry
- Level 2 Solving Work Related Problems
- Level 2 Working in the Private Security Industry
- Level 2 Working as a Door Supervisor
- Level 2 Communicating Solutions to others
- Level 2 Effectiveness at work
- Level 2 Learning with Colleagues and Other Learners
- Level 2 Working in a Team

Work Experience

HR GO Recruitment (The Authentic Food Company)

March 2014 – Current

My duties included: -

- Make sure that all the procedures are followed.
- Maintain clean the area of work.
- Collecting raw materials.
- Accurately weighing the raw materials following recipe lists.
- Any other task as required by the shift supervisor.

Radius Security

November 2015 – Current

My duties included: -

- Providing a high level of customer service
- Ensuring the safety of customers, staff & venue.
- Dealing with incidents.
- Checking ID's.
- Controlling crowds & queues.
- Supporting venue staff
- Greeting the customers

KFC Hazel Grove

August 2013 – February 2014

My duties included: -

- Provide a high level of service as a Cashier and Lobby Host
- Pack and serve products to KFC brand standards
- Using the till and handling the cash
- Work with other staff in the team
- To comply with all health and safety regulations to ensure the safety

Hobbies and Interests

I enjoy reading books, shopping, internet surfing, playing football and squash, spending time with my family and travelling to different places.

References available on request