RAIHAAN KHADIM

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Academic Background

MENG, BENG AERONAUTICAL & AEROSPACE ENGINEERING – University of Leeds   Sep 2015 - Sep 2020

- Achieved a First Class Honours.

A LEVELS MATHS, PHYSICS, CHEMISTRY – Ashton Sixth Form College   Sep 2012 - Jun 2014
- Achieved A*AA

GCSEs: 4A*s, 4As, 3Bs – West Hill School   Sep 2007 - Jun 2012
- English (A), Maths (B)

Work Experience

GRADUATE PROJECT MANAGER – Mace Group – Manchester, UK   Jun 2023 - Present

- Prepared weekly progress reports that were in line with cost and programme schedules using **Excel Conditionals**
- Ensured technical standards were applied through **critical examination** of building design submissions and drawings
- Engaged in proactive client communication and crafted **Excel** planning trackers to meet and exceed their expectations

ROAD LOGISTICS GRADUATE – Kuehne + Nagel – Derby, UK   Sep 2022 - May 2023

- Analysed financial account data and produced monthly sales reports using **Excel Pivot** for performance insights
- Analysed transportation data and optimised routes contributing to a **5% reduction** in CO2 emissions and fuel costs
- Innovatively devised and executed system tests ensuring data integrity from a new domestic fleet management system

WAITER – Nandos UK – Manchester, UK   Sep 2020 - Jun 2022

- Greeted and seated customers ensuring they had a positive first impression and smooth dining experience
- Enhanced **people management and communication skills** through resolving issues and high class customer service
- Made menu recommendations, answered questions and shared additional information with restaurant patrons

RETAIL ASSISTANT – Leeds Student Union – Leeds, UK   Sep 2019 - Jun 2020
- Answered business questions by **extracting key sales data** to highlight the performance of the bestselling items.
- Actively **engaged with customers** to understand their needs and worked with my team to support store operations.

AEROSPACE ENGINEER – BAE Systems – Warton, UK   Jun 2018 - Apr 2019

- Developed a streamlined user interface for the testing team resulting in a **50% reduction** in operational time
- Conducted in-depth analysis of aircraft data and crafted data-driven reports using **Microsoft Excel** visualisations
- Strategically redeveloped BAE's information database resulting in a **40% increase** in employee satisfaction rate

Personal Projects

POWER BI SURVEY DASHBAORD   Sep 2023

- Created an interactive **Power BI** dashboard to effectively analyse survey results through dynamic visualisations
- Meticulously processed and transformed real survey data by using **DAX** to ensure **data integrity** and validity

EXCEL SALES DASHBOARD   Sep 2023

- Designed a responsive **Excel** dashboard with user friendly **filters** and **live graphics** to display sales reports effectively
- Streamlined data through formulaic and conditional processing, and utilised **pivot tables** for in-depth data analysis

COVID-19 SQL ANALYSIS   Aug 2023

- Utilised **SQL** to extract data from different tables from global COVID databases using **JOIN**, **VIEW** and **Temp Tables**
- Uncovered correlations between vaccination rates and COVID-19 mortality to be used for public health decisions

Technical Skills

- Microsoft Excel, Microsoft Power BI, SQL, JavaScript, Python