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| **Curriculum Vitae of Reena Bains** | | | |
| **Information Analyst** | | |  |
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| C:\Users\Kailash\Desktop\Personal.png | **Personal Data** | |  |
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| **Forename:**  **Surname:**  **Date of birth:**  **Nationality:**  **Address:**  **E-Mail:**  **Phone Number:**  **Driving Licence:** | | Reena  Bains  10/07/1981  British  71 Springhill Lane, Lower Penn Wolverhampton, WV4 4TW  [Reena.Bains@hotmail.co.uk](mailto:Reena.Bains@hotmail.co.uk)  07877 895229  Full UK – Clean Licence | |

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| C:\Users\Kailash\Desktop\careerObj.png | **Career Objectives** | |
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| Having graduated with an honours degree in Business Studies and completed a Post Graduate Certificate in Computer Science, I am dedicated to pursuing a career in the computer science field. I want to gain experience within a thriving organisation in which I can fully utilise the skills and expand the knowledge that I have accumulated whilst simultaneously contributing to the organisational goals and objectives. In the longer term, My overall aim is to aspire to management level. I am that confident with hard work and determination that I will successfully achieve my professional objectives. | | |

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| C:\Users\Kailash\Desktop\skills.png | **Skills** | | |
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| **Personal Transferrable Skills** | | | Communication, Team Player, Computer Literate, Organisation and Team Management, Leadership, Reliability, Flexibility |
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| **Programming** | | | VB.NET, SQL, TSQL, MYSQL, PL/SQL, HTML, Python |
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| **Other** | | | MS Access, MS Excel, SSRS, SSIS, Analytics, Dashboards, SQL MS 2008 R2, Power BI, R. Training: SSIS |

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| C:\Users\Kailash\Desktop\workExp.png | **Work Experience** | |
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| **Sandwell College** | | **Information Analyst** |
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| **May 2014 - Present** | | * Providing accurate, effective and timely information reports using SSRS, Access, SQL and Excel. * Liaising with clients to gather requirements to produce databases, analysis and reports. * Investigating anomalies. * Developing, maintaining and enhancing Databases and reports. * Support documentation. * Providing guidance and advice on corporate applications. * Analyse and providing intelligence on analysis reports. * Automation of reports. * Creating dashboards. |
| **Central Midlands CSU** | | **Data Support Analyst – Data Warehouse** |
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| **Jun 2009 - May 2014** | | * Run and maintain jobs in SQL Server. * Maintain content and quality of the data held in the information systems. * Providing advice to system users. * Supporting analytical work, creating SQL queries, analysing/Extracting data in excel * Input and process information. * Receiving/processing information in relation to West Midlands commissioning activity & finance. * Reporting on Trends and Benchmarking analysis. * Supporting Customer (Internal and external) queries. * Fortnightly Data Warehouse processing on data for the West Midlands Hospital Trusts. |
| **Walsall tPCT** | | **Information Analyst** |
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| **Feb 2009 – Jun 2009** | | * Producing regular and ad-hoc reports by extracting data from corporate computer systems (IPM, Data Warehouse, Careplus, Prism), and downloading into Microsoft Excel & Access for data analysis. * Manipulating the data to enable provision of useful intelligence or management, identifying the most appropriate means for the production and presentation in consultation with Service Heads, Clinicians etc. * Monitor and report any identified data quality issues back to the source. * Attend Meetings to present information, reports and audit issues. |
| **Wolverhampton PCT** | | **Data Quality Officer** |
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| **May 2008 – Jan 2009** | | * Ensuring accurate, complete and timely data pertaining to the PCT’s Care Services is collected and added to the iPM database. * Monitoring the quality of data in the Trust systems in relation to NHS standards and using initiative to communicate issues to clinicians/staff. * Providing advice, instruction or training to groups in relation to Data Quality/IPM system. |
| **Race Equality Partnership Wolverhampton** | | **Administrator** |
| **Dec 2006 – May 2008** | | * Providing administrative and secretarial support. * Setting up and updating records, including contacts, inventory, purchasing equipment and stationary. * Liaising with Directors and other voluntary organisations, maintenance of the office and equipment. * Dealing with finances, helping setting up of budgets, preparing accounts. * Participating in and taking minutes of meetings. * Diary Management * Designing and maintenance of spreadsheets to monitor business activities. |
| **Accenture** | | **HR Assistant** |
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| **Sep 2006 – Dec 2006** | | * Producing contracts for new employees in an oracle database. * Liaising with new employees regarding their contract details. * Keeping databases up to date. * Contacting previous employers for job references. * Dealing with all new employer queries. |
| **University of Wolverhampton** | | **Data Administrator** |
| **Oct 2005 – Aug 2006** | | * Input and output of data relating to University, commissioners, QAA, professional bodies. * Managing different data sets in line with University and external agencies requirements. * Produce data analysis as required. * Submitting data within the required deadlines and ensuring accuracy at all times. * Liaising with registry to gain data and clear up any queries. * Analysing and presenting data to professional bodies. * Sick Leave monitoring and analysis. |
| **T-Mobile** | | **Dispatch Co-ordinator** |
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| **Mar 2005 – Oct 2005** | | * Co-ordinating activities being carried out on the network. * Completion of all required paperwork promptly and accurately to gain access to network points. * Carrying out long and short term planning of resources. * Identifying risks to plan attainment. |
| **Inland Revenue** | | **Revenue Assistant** |
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| **Aug 2003 – Apr 2005** | | * Identifying and Organising all maintenance requirements of the work environment. * Provide general administrative assistance to all departments within the organization. * Personal Assistant to Area Communicator. * Minute taking. * Working with Area Directors to enhance the business plan. * Manage a room booking system to ensure all staff meetings are catered for. * Maintain excellent customer services at the company switchboard. |

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| C:\Users\Kailash\Desktop\Education.png | **Education** | |
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| **Tech Talent Academy** | | **Data Science** |
| **Oct 2021 – Feb 2022** | | An intensive 14-week course, focused on the fundamentals of data science delivered through a combination of interactive group learning and home learning tasks. During the course I built strong skills in the manipulation of data using Numpy and Pandas whilst being able to visualise the data using Python libraries including matplotlib, Altair and other software packages such as Power BI. |
| **University of Wolverhampton** | | **PG Cert Computer Science Classification**: **Pass** |
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| **2005 - 2006** | | Whilst at University of Wolverhampton I studied a wide range of modules such as: Databases oracle, web design, Programming, and UML (Unified Modelling Language) |
| **University of Wolverhampton** | | **BA (Honours) Business Studies Classification**: **Pass** |
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| **1999 - 2002** | | Whilst at University of Wolverhampton I studied a wide range of modules such as: Accounting & Finance, Marketing, Economics, Sales of Goods, Contract law, Credit and Agency, and Human Resource Management. |

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| C:\Users\Kailash\Desktop\careerObj.png | | **Hobbies and Interests** | |
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| * I enjoy travelling and exploring the world, learning about new cultures and gaining new experiences. * I am an avid fan of sports such as tennis and formula one motor racing. * I enjoy reading a variety of books, fiction and non-fiction. | | | |
| C:\Users\Kailash\Desktop\careerObj.png | | **Personal Statement** | |
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| I consider myself to be a very outgoing, positive and confident individual, which has assisted my personal development throughout the years. Being pro-active, committed, hardworking and enthusiastic are all personal attributes. I work considerably well under pressure and I enjoy a challenge. My perseverance enables the successful attainment of my personal and professional objectives. I am totally committed to performing the very best I can and I thrive to succeed in everything I do, now and in the future. | | | |
| C:\Users\Kailash\Desktop\careerObj.png | | **References** | |
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| Available upon request. | | | |