

Rizwan Ashraf

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Date of Birth: 9th October 1986

Personal Profile.

I graduated from Coventry University in 2009, gaining a 2:1 in Business Management. My degree from university has gained me an academic awareness in business management, which I have applied in practice. Alongside my degree, I have over 16 years of experience working within a variety of different roles and sectors.

Over the years my experiences have helped me to strengthen my core skills and give me a clear and calculated approach towards implementing processes to ensure my goals are achieved.

Key Skills

- People management
- Process management
- Managing stakeholders and internal/external parties
- Communication
- Time management
- Service Level Agreement (SLA)
- Target Operating Model (TOM)
- Business Process Reengineering (BPR)
- Client and Candidate management

I have a genuine commitment to ensuring tasks are completed and delivered on time as well as to expectation. I exhibit an honest work ethic with the ability to excel in a pressurised environment. I have the ability to grasp new ideas and concepts and to develop innovative and creative solutions to problems. In order to further improve my skills and knowledge I am pursuing additional 'best practice frameworks' such as ITIL and PRINCE2.

Work Experience.

Web Development Student
University of Birmingham

Nov 21 – Present

Full Stack Web Development course learning technologies and frameworks including HTML5, CSS3, JavaScript, jQuery, Bootstrap, Express.js, React.js, Node.js, Database Theory, Bookshelf.js, MongoDB, MySQL, Java, Command Line, Git.

IT Recruitment Manager*Rothwell Recruitment, Solihull***Mar 19 – Present**

At Rothwell Recruitment we have the infrastructure, capability, network and experience it takes to succeed in the fast-paced and ever-evolving IT market. We currently recruit across UK, Europe, GCC and Middle East Asia but are not limited to these regions. We represent the highest calibre of contract, permanent and project-based IT professionals at every level — from 1st line support, to senior IT Directors and aim to help our candidates enhance their careers within the IT & Technology sector.

Specialising in advanced IT roles we are experienced in recruiting within various industry sectors such as E-commerce, Retail, Education, Financial services, Banking, Automotive, Government and Service Providers.

Managing Consultant*Spring Technology, Birmingham***Dec 16 – Mar 19***Achievements**Managing Consultant of the Quarter Q2 2017**Managing Consultant of the Quarter Q1 2018**3rd Highest Biller 2018*

Spring is a recruitment expert in the fields of IT and Telecommunications. It is part of the Adecco Group, the world's leading provider of HR solutions operating in over 60 countries. In my current role, I specialise in IT contract recruitment within Business Intelligence and Infrastructure.

I am required to work with individuals from a variety of professional backgrounds, cultures as well as diverse levels of seniority. This has taught me core people management skills. I am responsible for my own work, I forecast, plan and write proposals to ensure that I have a reliable and financially stable pipeline of future business. My role is high intensity and varied and demands attention to detail and compliance of working within a large range of guidelines, policies as well as UK, European and International Law.

I recruit heavily within the private and public sector. I am a master vendor for a large international ecommerce fashion organisation. This is a client I bought on solely and I am tasked to deal on a primary basis for both their permanent and contract recruitment. I have been working with a strong variety of businesses during my time at Spring which has helped me to achieve and exceed my goals.

My work within the public sector has been consistent and creditable. I have a solid understanding of preferred frameworks and regulations of recruiting within the public sector. This understanding has helped me to secure business to work on the Health Trust Europe (HTE) framework. Additionally, I have a number of contractors working on the University Hospital of North Midlands (UHNH) and Non Medical - Non Clinical (NMNC) frameworks. I have also considerable experience working with multiple universities across the UK and supply employment under SUPC (Southern Universities Purchasing Consortium) and NWUPC (North West Universities Purchasing Consortium) frameworks. I have also been part of an exciting new drive to assist with the 'Graduates in to Employment' programme whereby assisting post graduates in securing positions with clients that I work with. This has been a highly successful campaign which has helped me to bring a fresh new element to traditional recruitment.

My time at Spring has been very enjoyable and successful. I have managed to progress throughout my time, within my career as well as a person. I've become a more knowledgeable and experienced individual. My various roles have been backed up by a number of achievements and testimonials and I have enjoyed advancing from learning the ropes to mentoring and managing team members.

Senior Recruitment Consultant (12 mos)
Spring Technology, Birmingham

Jan 16 – Dec 16

Achievements

Senior Contract Consultant of the Quarter Q1 2016

Senior Contract Consultant of the Quarter Q3 2016

Recruitment Consultant (1 yr 2 mos)
Spring Technology, Birmingham

Dec 14 – Jan 16

Achievements

Contract Consultant of the Quarter Q2 2015

Associate Consultant (7 mos)
Spring Technology, Birmingham

Jun 14 – Dec 14

Achievements

Top New Consultant of the Quarter Q3 2014

Top New Consultant of the Quarter Q4 2014

Travelling across Europe

Feb 14 – Apr 14

Recruitment Consultant
Michael Page International, Birmingham

Jun 12 – Dec 13

As a Recruitment Consultant at Michael Page International I worked for the Engineering and Manufacturing division, which is the UK's largest professional recruiter in this sector. Within one of the most fast-paced and dynamic industries in the UK, Michael Page are a world leading FTSE 250 business with operations covering 5 continents, and over 20 disciplines.

My role as a consultant is broadly to:

- Identify, develop and manage client business/relationships in a competitive environment.
- Assess and respond to the needs of each particular client or assignment and advise on suitable methods to ensure timely delivery.
- Significant networking to attract new candidates.
- Offer consultative CV and interview advice to candidates.
- Source suitable candidates (either from the database or specific advertising campaign) and brief them on the opportunities offered by the client.
- Manage the recruitment process through interview to offer stage and beyond.

Indoor Telesales Executive
TNT UK LTD, Leicestershire

Jul 10 – Apr 12

- Top 3 in World Class incentives across UK – Gaining most new business appointments.
- Ranked number 1 in TNT UK Ltd for highest amount of new business bought into TNT by an ISE between weeks 19 - 22 of year 2011.
- Consistently ranked top 10 sales candidates in the UK working for TNT UK Ltd.
- Contributing towards turning allocated negative loss territory into positive profit within 3 months and now one of the highest earning revenue territories in UK. Monthly territory revenue over £660,000 and £2.5m quarterly, exceeding current set targets.
- Hitting and exceeding all targets and kpi's as well as achieving all monthly bonuses.
- Multiple certificates awarded for being a high performer within set incentives.

Multifunctional Staff
Cineworld Cinema, Solihull Touchwood

Oct 05 – Jan 10

Education / Qualifications.

Coventry University, Coventry.

2006 – 2009

B.A. (Hons) Business Management. 2:1 Obtained.

Dissertation: Branding and Celebrity Endorsements: Can it create a competitive advantage?

- Course was broadly centred on the key functional areas of business process management, Marketing, Finance and Accounting, Human Resource Management, and Supply Chain Management.
- Many of the theoretical aspects of the course were applied in practical situations through simulated projects and research based assignments to build on my vocational development.

2003 – 2005

Solihull Sixth Form College, West Midlands.

A Levels: Business Studies (B), General Studies (C), ICT (A), Sociology (B).

1998 – 2003

Lyndon School, Solihull, West Midlands.

GCSEs: 9 GCSE grades A*-C, including English, Maths and Science.

Hobbies and Interests.

I am extremely keen on technology which is fuelled by my interest and passion in coding. I am keen to explore how websites work and the intricate details of creating interactive and immersive web pages. I am also an avid formula1 supporter and enjoy watching the season unfold on race weekends as well as visiting various locations across the world to watch races live when possible. I enjoy fundraising for charities and I have a keen interest in property investment and development.

Personal Qualities.

- Proficient knowledge of Microsoft Office
- Constantly improving own development and performance
- Problem solving and decision-making skills
- Motivational methods and strategies to achieve and exceed goals/targets
- Exceptional time keeping and attendance
- Effective communication skills
- Full clean UK Driving Licence held over 13 years

References.

Employment and academia references are available upon request.