

SHASON GURUNG

📍 5 Turnberry Road, Nottingham, UK NG6 9LY

☎ (+44) 745 518 5812

✉ shasongurung@gmail.com

PERSONAL PROFILE

A tech enthusiast with a blend of an impressive academic background and technical skills, underpinned by a unique mix of professional experience enjoyed in multifaceted and service-driven settings, necessitating self-motivation and a positive response to pressure. Energetic, dynamic, relishes challenges and is agile and willing to assimilate and implement innovative processes and procedures. Optimistic of attaining new skills every day. Competent and flexible with proactive leadership capacity. Receptive to new and emerging technologies.

PROFESSIONAL EXPERIENCE

Enable | **Nottingham** | **Data and Compliance Officer (Nov 2017 - present)**

- Maintain company MIS system (PICs) and keep meticulous levels of attention to detail to ensure data integrity while ensuring effective processing and maintenance of business-critical data. Investigate errors, resolve as appropriate.
- Support Individual Learner Record (ILR) data validation using Education Skills Funding Agency (ESFA) tools such as Funding Information System (FIS) and Provider Data Self-Assessment Toolkit (PDSAT) and upload data onto ESFA Submit Learner Data (SLD) portal.
- Stay up to date with the latest ESFA funding rules and data requirements. Ensure all submissions are correct and claims deadlines are met. Liaise with finance to reconcile funding-related challenges.
- Aid decision-making by extracting, evaluating, analysing and presenting high-quality management data, analysis and reports to stakeholders using range of tools and techniques.
- Oversee compliance functions. Support in developing and updating IT policies and procedures, where necessary. Support compliance reviews and certifications (Cyber Essentials, GDPR and others).
- Advise and provide guidance on complex funding rules, issues and queries to internal team and subcontractors.
- Adhere to agreed protocols on data input and sharing at all times. Be aware of confidentiality and data protection.
- Support development and maintenance of a desktop application (JAVA and MySQL) for the Growth and Inclusion North Northamptonshire (GAINN) project.
- Attained a strong grade two award (Good) as a team during the recent (2018) Ofsted inspection

Coral | **Harrow, London** | **Assistant Manager (Jan 2014 - Jan 2017)**

- Oversaw the management of banking and cash management, including all associated reconciliation and the investigation of discrepancies.
- Maintained and promoted awareness of Gambling Commission regulations. Surpassed challenging targets & incentives.
- Facilitated senior level decision making through the creation of performance reports.

EDUCATION AND QUALIFICATIONS

Nottingham Trent University **2017 - 2018**
MSc Computer Science - Commendation

- **Key modules:** - Advanced Software Engineering, System Analysis and Design, Mobile Interactive Systems, Service-Oriented Cloud Technologies, Applied AI.

University of Hertfordshire **2016 - 2017**
BSc (Hons) Computer Science - 2:1

Ealing, Hammersmith and West London College **2014 - 2016**
Level 5, Higher National Diploma in Computing and System Development - Distinction

TECHNICAL SKILLS

Skills gained and learned during the academic studies and professional career.

- **Languages** - JAVA, JavaScript, HTML, CSS and Python
- **Tools** - Microsoft Office (Word, Excel, Access and Outlook), VS code, Netbeans, Git, Adobe Photoshop and Illustrator
- **Operating Systems** - Windows and Mac

OTHER INFORMATION AND ACTIVITIES

- Fluent in English and Nepali and good knowledge of Hindi. Full and Clean UK Driving Licence.
- Constantly exploring to self-improve, recently completed Level 3 Award in Teaching and Training. Also currently registered with the Udemy for several online programming courses to expand the programming languages skills.
- Exhibited excellent customer service, resolved customer concerns and complaints tactfully and displayed versatility in various roles at Coral, Boots Optician and Primark respectively.
- Actively participated in funds and goods collection for Nepal's Earthquake victims in 2015.