

# MUHAMMED HUZAIFA

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## Personal Profile

An enthusiastic and confident Accounting and Finance graduate from the University Of Central Lancashire,, who relishes new challenges, works well under pressure, both individually and as part of a team. A lateral thinker who combines initiative and a logical approach to problem solving. Ambitious and strongly committed to accomplishing goals, achieving results and instigating change, but personable and approachable. Possess excellent interpersonal and communication skills in the workplace and in studies. Proactive, organised and highly self-motivated.

## Education

### Sept 2021 – May 2024 University of Central Lancashire

- BA (HONS) Accounting and Financial studies – 2:2

### Sept 2018 – May 2020 Burnley college

- BTEC Level 3 Extended Diploma for business – Distinction, Merit, Merit

### Sept 2013 – May 2018 Secondary school

- GCSE's:

English (Language & Literature) : 6/7  
Science (Double) : 4/3  
Maths : 4  
Religious studies : 4

ICT : D  
History : 4

## Employment History

### August 2024 – Current NHS Booking Advisor (Teleperformance)

A work from home role in which I am taking calls from people looking to book their vaccine appointments, ensuring due care of their confidential information and providing them with the best care possible.

### Feb 2020 - March 2024 Events Steward (G4S)

A Job that required a high level of awareness at all times, to maintain the safety of crowds attending different events. It also required knowledge of the venue I was working at, in order to provide the best customer service possible in case of any customer queries.

### September 2020 – January 2021 – Warehouse Picker and Packer (Exertis Halifax)

An intense seasonal role in which I had to pick and pack parcels at a good speed, in order to ensure customers received their orders in time. Required constant collaboration and communication with colleagues, ensuring we all knew our roles in a bustling warehouse. I also had to display a good work ethic due to the intensity of the role.

A remote role that I took up during the COVID-19 pandemic. This role involved communicating with vulnerable individuals in need of support, calling individuals to offer support and guidance, arranging deliveries to individuals's homes, responding to public enquiries about COVID-19 and offering a friendly, supportive, helpful service.

### **Skills and Achievement**

#### **Communication**

- Excellent communication skills from previous educational establishments, enabling connections and building relationships. Effective understanding of different aspects of business based on previous educational experience. A very fast learner and good at adapting to situations.

#### **Organization**

- Time management skills reflected throughout academic studies. The ability to work in a fast paced environment and meet deadlines alongside targets. Effective use of time to achieve and exceed personal goals and professional development.

#### **Teamwork**

- Academic studies have enhanced the ability to work with different age groups. Project teams provided enablement of exceeded expectations in different roles.

#### **IT Skills**

- Fully proficient in Office software programmes (Word, Excel, Outlook, Publisher, PowerPoint).
- Proficient in accounting software Sage 50
- Experience in SAP through university studies

### **Hobbies and Interests**

- Taking pride in keeping fit and healthy by attending the gym on a regular basis.
- Travelling abroad for an insight into various cultures.
- Keeping up to date on current and new technology.

### **References**

References available on request.