

Siddharth Sundar

Curriculum Vitae

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PROFESSIONAL SUMMARY

I am a **quick learner and natural problem solver** looking to transition into a new career after recently leaving medical school. I have a combined 8 years of work experience as a medical student and administrative assistant. My strengths include my **natural affinity for technology, conscientiousness, high level of commercial awareness and my soft skills**, which I have developed through my work experience. I hope to bring my skills and personal qualities to the company, helping the business achieve its objectives. I have a clean UK driving license and my own vehicle. I can commute to anywhere within the M25. I am mobile and can relocate as required.

WORK EXPERIENCE

CURRENT, FROM JAN 2014 (PT)

Bexley Investment Ltd
Administrative Assistant

My responsibility is to attend to the day-to-day affairs of the business including tasks such as **responding** to emails and phone calls, **liaising** with estate agents, insurance brokers, property developers and construction managers. Additionally, I am tasked with **overseeing** building work. Further, I have the opportunity to **observe** the rationale behind higher level decision making such as decisions regarding property acquisition, development and finance. Finally, I have the opportunity to **present** investment ideas to the directors. In doing so, I have improved my **presentation, persuasion and negotiation** abilities.

SEPT 2013 – JAN 2019 (FT)

Imperial College NHS Trust
Medical Student

My duties as a medical student involved **taking** medical histories and **performing** physical examinations on inpatients and outpatients in various hospitals across west London. I **summarised** these findings and **presented** them to senior physicians. Additionally, I **explained** the risks and benefits of medical procedures to patients before consenting them. Finally, I **liaised** with allied medical professional to acquire clinical skills, honing my **team-working** and **communication skills**. I also showed **emotional intelligence** and **cross-cultural sensitivity** as I was interacting with patients and colleagues from all walks of life. I was unable to complete my medical studies due to illness.

EDUCATION

2014 – 2015 **Bachelor of Medical Sciences**
Second Class Honours (Division Two)
Physiology
University of Edinburgh

2011 – 2014 **MBBS**
Medicine (Withdrawn due to illness)
Imperial College London

2009 – 2011 **International Baccalaureate Diploma**
Total Score: 41/45
Chemistry, Physics HL: 7, Maths HL: 6
Antwerp International School

2007 – 2009 **IGCSE**
A* in 12 subjects
A* in English and Mathematics
Antwerp British School

SOFT SKILLS

INTERPERSONAL **Empathy, Emotional Intelligence, Patience**

COMMUNICATION **Negotiation, Persuasion, Active Listening, Presentation, Team-working**

LEADERSHIP **Organisation, Resilience, Measured Risk-taking, Cross-cultural Understanding**

COMPUTER SKILLS

BEGINNER Python, HTML, CSS

INTERMEDIATE iOS, Android
Microsoft Windows, Mac OS X
Computer Hardware & Support

EXPERT Microsoft Office Suite, Troubleshooting

REFERENCES

Dr. Francesco Lo Monaco

POSITION Personal Tutor

EMPLOYER Imperial College London

EMAIL francesco.lomonaco@chelwest.nhs.uk

Mr. Sundar Nagarajan

POSITION Director

EMPLOYER Bexley Investment Ltd.

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