

BRITINDIANS

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XXXXXXXXXXXX, Loughborough, XXXXXXX

SUMMARY

Enthusiastic postgraduate student with a positive attitude to work, seeking a part time position. Able to work for up to 20 hours a week including Saturdays.

EDUCATION

Masters in XXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXX University, XXXXXXX, United Kingdom

Oct 2018 - Present

Improved level of verbal communication skills giving assessed presentations and shown can work successfully within a team in group projects. Also demonstrated good time management in being able to balance with other non-academic activities.

SOFTWARE KNOWLEDGE

- ◆ Microsoft Word, Excel, PowerPoint, Adobe Photoshop.

SOFT SKILLS

- **Communication:** During my employment in Oman I dealt with people from different nationalities and this helped me to effectively communicate with diverse cultural people. I was the communicating point between the company, clients and the mall authorities.
- **Teamwork:** Since I worked as a Project Engineer, I had to be the key player in the team coordinating with site and admin office. I facilitated site meetings and office meetings to discuss about the progress in site.
- **Time management & Problem Solving:** During my initial days in Creative Eden I faced many challenges but my client facing roles helped me to enhance my ability to find solutions to their queries. Since our projects were based inside mall, we will be given deadline and we must complete design and execution of the work within the deadline.
- **Customer Service:** Customer oriented and dedicated to giving best standards of customer care through sales person.
- **Leadership:** I was the President of my department symposium conducted during my final in undergraduate and I had to organise and lead the other committee members in making the event a great success.

WORK EXPERIENCE

- **Project Engineer, Creative Eden Trading LLC., Muscat, Sultanate of Oman. Nov 2016 – Jun 2018**
 - Worked as Sales person to sell the company product to construction companies.
 - Coordination with Clients and Mall Management for the design executing works.
 - Estimated and prepared Bill of Quantities in MS Excel.
 - Worked as a team to timely delivery of projects and achieve sales target.
- **Sandwich Artist, Subway, Charnwood Petrol station, Loughborough, UK. Nov 2018 – Present**
 - Worked as a Sandwich Artist in preparing sandwich as per their request to satisfy the customer.
 - Estimated and prepared Bill of Quantities in MS Excel.

Available days – Tuesday, Wednesday, Friday (Afternoon after 2.30pm), Saturday