

# CURRICULUM VITAE

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## **Profile**

- First known student to be progressed to the more advanced studies in statistics (mathematics) at Hall Mead School.
- Top of the class in statistics (mathematics).
- Excellent knowledge and understanding of figures.
- One in ten pupils at Hall Mead School to take GCSE maths a year early.
- Excellent team player as well as being self motivated.
- I am also eligible of creating formulas and pivot tables on a excel spreadsheet.

## **Education**

I have successfully passed Foundation level (NVQ level 2) and Intermediate level (NVQ level 3) and Technician level (NVQ level 4). At Ardliegh Green College. I have also obtained a grade C IFS certification.

Hall Mead School – September 2000 to 2005

<u>Qualification</u>	<u>Subject</u>	<u>Grade</u>	<u>Date</u>
<u>obtained</u>			
GCSE	Mathematics	C	May 2004
GCSE	Statistics	C	May 2005
GCSE	English	C	May 2005
GCSE	Resistant Materials	C	May 2005
GCSE	Business Studies	C/C	May 2005
GCSE	Geography	C	May 2005

GCSE	Science	C/C	May 2005
GCSE	French	D	May 2005
GCSE	Drama	E	May 2005

## **Work Experience**

### **Driving instructor** **June to present date**

### **Uk Rail** **Rail Maintenance** **1/05/2017 to June 2019**

- Maintaining the safety of the railway.
- I have relevant tickets such as Engineering Supervisor, OLEC 1, COSS, Lookout, AP, Points operator, Strapping, pos and alo coordinator, bonding, level 2 stressing, SWL 1, SWL 2 and some small tools
- Duties will include earthing the overheads for isolation. When based in Euston I was ES.

### **NTS** **Rail Maintenance** **2013 to 30/04/2017**

- Maintaining the safety of the railway.
- I have relevant tickets such as Engineering Supervisor, OLEC 1, COSS, Lookout, AP, Points operator, Strapping, pos and alo coordinator, bonding, level 2 stressing, SWL 1 and some small tools
- Duties will include shovelling ballast changing sleepers strapping the DC line for isolation, earthing the overheads for isolation.
- Part of the OLEC 2 work involved erecting the new structures, bonding drilling the rail for the bonds and preparing the bonds to be installed

### **Royal Mail**

Saturday Contract  
December 2009 to 2013

- Preparing the mail into separate mail frames for individual walks around the area (South Ockendon).
- Delivering mail to correct houses this includes any parcels or packets for any of the houses on the walk that I have to delivery to.
- I am also reliable for any mail that I take out with my on a walk which that the mail bag does not leave my side at any time.
- Recently I have just completed a change over for the Royal Mail. This enables me do drive the Royal Mail vans to deliver pracels.

London Borough Of Havering.  
Three week college work during 2008  
Also as a Finance Assistant August 2008 to September 2009  
Finance Assistant

- Assisting with processing Journal entries using Oracle.
- Processing sink/holding accounts reports using the Oracle financial system.
- Assisting in producing budget monitoring and transaction listing reports using Oracle and ADI systems.
- Processing in-year Virement requests {budget journals} and budget re-profiling.
- Assisting with setting up new codes and amending or closing existing codes in the Oracle financial system.
- Assisting with various reconciliation.
- Assisting with Year End Closure of Accounts.
- Assisting with ad hoc financial tasks within the Children's finance department.

Next, Lakeside Shopping Centre

## One night Christmas Temp 27th December 2007

Main duties:-

- Stock control.
- Health and Safety.
- Assisting customers with any enquiries.
- Making sure the shop floor is clear of clothes to prevent hazards.

## NatWest Bank, Upminster

Two weeks school work experience during 2004

Main duties:-

- Filing.
- Typing corresponding to customers.
- Counting of money and cashier duties (attending to customers over the counter).
- Answering the telephone and dealing with enquiries.
- Foreign currency.
- I was responsible for the personal information of customers and items held in the bank safe including the retrieval of such items.

## **Hobbies and Interests**

I enjoy football, personal fitness/nutrition, I have an interest in motor bikes, my partner and I have recently had a baby girl in which I enjoy watching her smile and grow and also I enjoying fishing.

## **Reference**

Available on request.