

Raj Visha

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West Midlands
DY6 8PT
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Personal Profile

I am a conscientious and committed person, ever ready to work hard and be part of a team. I have excellent inter-personal skills and can work with people well, from any background. I have a great sense of humour and a positive outlook. I am well qualified, have an array of experience and superb references from a variety of companies.

I am also an adaptable and flexible and available to work immediately.

Work History

Jan 2015 to April 2016

Job Title: Work Experience at The Sandwich Shack

Working for this prestigious West Midlands company as a 'Sandwich Artist', I developed my interpersonal and customer service skills through working with the general public, as well as my ability to meet deadlines whilst working in a high-pressure environment. I was awarded 'Sandwich Artist' of the month three times during my time here.

March 2016 to Present

Job Title: Administration Assistant at Central Trains

This position required superb organisation skills as well as the ability to fluently navigate all of the Microsoft Office 2010 packages, including Excel, Word, Powerpoint. I then trained new administration assistants, input payroll data and acted as personal assistant for the CEO whilst his PA was on sick leave.

Key Achievements:

Outstanding Achievement Recognition Award

Given at a prize-winning ceremony by the Governors from my secondary school for students with the best GCSE results.

Gold Duke of Edinburgh Award

Presented to me by Prince Philip at Buckingham Palace.

Education and Qualifications

Qualification	Grade	Subject	School/College/Awarding Body	Year
GCSE	A	English	Dudley Community Secondary School	2015
GCSE	A	Science		
GCSE	B	Statistics		
GCSE	C	French		
GCSE	A	Maths		

Interests and Activities

I am a keen amateur website designer. I worked on and produced the logo and branding for my Dad's company and ran the 'Computer Design' Club for younger students at my school.
In my spare time I also enjoy reading Science Fiction as well as blogging, updating my Social Media accounts and keeping healthy by regularly taking part in half-marathons.

References

Sir Geoff Jones
Head Teacher
Dudley Community Secondary School
West Midlands
DY6 8AT

Ms Sarah Green (CEO Central Trains)
20 Central Towers
West Midlands
DY2 8PV

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01384 285649