**SYED**

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**Personal Profile**

I am a fresh graduate of Bachelor of Science in Civil Engineering, University of Bolton. I have gained work experience in retail and food manufacturing during my vacations and have developed good team work and customer service skills. I am looking to gain work experience as a civil engineer as a first step to gaining charted status.

**Educational Qualifications**

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| **2011-2014** | **Civil Engineering BSc (Hons)** |  **University of Bolton**  |
| Main Modules: Mathematics, Structure, Surveying, Materials Technology, Hydraulic, Construction Management and Geotechnics. |
| **2009-2011** | **BTEC National Certificate in Construction and Built Environment** | **Salford City College**  |
| Main Modules: Surveying, Mathematics Physics |
| **2008-2009** | **BTEC Diploma in IT and 6 GCSE’s including****Maths and English with grade A-C**  | **Bolton Sixth Form College**  |
| Basic IT work , Presentation group and individual,  |

 **Key Skills and Achievements**

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| **Organisation and Planning** | During time in college and now at university planning ahead for work experience. Combining academic studies which are very intense with sports activities to maintain fitness.  |
| **IT** | Fully conversant with Microsoft Office, Word, Excel, Access and PowerPoint. Also used Auto CAD, MS Project and EngiLab. |
| **Communication** | Group work on courseDeveloped through retail experience – customer service - an example of dealing with a difficult situation.  |
| **Initiative and Adaptability** | Making the most of service at university and using tutors etc. |
| **Teamwork** | Working together to get the work done. Putting the group's interests ahead of individual interests. Supporting your team mates and doing what it takes to succeed. |

**Work Experience**

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| **08/2014 – 09/2015** | **Assistant Manager**  | **Pizza Hut** |
| * Supervises assigned shift

Manages staff issuesHandle customer issues* Manages financial control of restaurant

Conduct cash register dropsPrepares deposit for bank* Assist with other restaurant function as directed by manager

Maintain cleanliness of restaurant* Perform any component of restaurant operation

Manages customer services, including greeting customer, order taking, collect paymentMaintains production area  |

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| **06/2012 – 10/2012** |  **Civil Engineering (Work experience)** |  **Paragon Construction** |

• Production of CAD drawings• Supporting the administration of projects• Ensuring outputs meet the required standards• Meeting agreed deadlines• Maintaining drawing register• Working as a member of a team.• Contributing to providing solutions to problems.• Working in an office environment.   |
| **11/2010 – 01/2011** | **Retail Operative**  | **Primark**  |
| Worked during Christmas vacation Responsibilities: * Stacking shelves
* serving customer
* keeping floor tidy

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| **09/2007 – 02/2008** | **General Assistant** | **Stateside Food**  |
| Working during summer holidays in food production Factory.I was required * packing
* freezing
* topping
* bakery
* Skills – working as part of a team of 6 -7 people.
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**Interests and Other Information**

* Strong conversational ability in Urdu, Punjabi and English
* Full, clean UK driving licence
* British Citizen

**References**

 Available on Request.