**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 course  Developed 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 issues  Handle customer issues   * Manages financial control of restaurant   Conduct cash register drops  Prepares 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 payment  Maintains 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 | | |
| **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. | | |

**Interests and Other Information**

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

**References**

Available on Request.