



SUDHIR SINGH

STUDENT

CONTACT

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SKILLS

Critical thinking
Problem solving
Time management
Organised
Quick learning
Flexible
Active listening
Multi-lingual

PROFILE

A confident, committed & reliable computer science undergraduate student who has over 10 years of customer service focused experience, enjoys taking up new challenges and strongly believe in working hard to ensure that the highest level of efficiency is achieved. Currently seeking a position where existing and potential skills can be utilised to the fullest extent in order to attain a good career prospects and secure professional future.



WORK EXPERIENCE

Frontgrid Ltd 2019

Digital marketing Summer Intern – Llandudno(Wales)

Initiated and successfully completed the marketing campaign on HubSpot, along with managing company's official website and the social media profile.

Menzies Aviation 2018

Bus Operator – Heathrow Airport

Took the responsibility of transporting airport staff safely and promptly from car park to the airport terminals, while adhering to the safety and security protocols.

London United Busways 2014 – 2017

Bus Operator – Hounslow

I was responsible for operating the public transport vehicle (bus) in a professional manner to ensure the safety of passengers and other road users, which required a great deal of patience, ability to multi-task, time management and assertiveness.

Saffron Indian Takeaway 2013 – 2014

Manager – Limavady (Northern Ireland)

Supervised and managed complete operational, financial and recruitment process of the business, to deliver and maintain a high level of service.

NatWest Bank 2011 – 2013

Cashier – Shepperton

Fulfilled cashier responsibilities, while meeting & exceeding the products upselling targets, along with maintaining the high level of customer service standards.

Avantia Insurance 2010 – 2011

Admin/Customer Advisor – Kingston

Organised the back office policy renewal process to save the time required to process and designed renewal price calculator in Excel. Occasional outbound sales and inbound customer services calls handled as & when required. Organised and managed pilot schemes.

Allianz Insurance 2010 – 2011

Sales Advisor – Brentford

Actively listened & understood the customer needs and offered the suitable policy. Exceed monthly sales target and trained new starters and existing colleagues struggling with meeting the targets.



INTERESTS



Running



Hiking



Driving



Travelling



Films



Music



Cooking



Languages

EDUCATION

2018 – Ongoing	Bangor University, Wales	BSc Computer Science (Final year)
2011 – 2012	University of West London, Brentford	Advanced Certificate of Lifelong Learning in Psychology
1999 – 2000	CBSE Education Board, India	Physics, Chemistry, Maths, English, Physical Education



REFERENCES

Available on request