Amaan Rohman

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I am a motivated and diligent individual with a strong foundation in customer service, leadership, and communication skills. I am seeking to leverage my experience in the service industry to transition into an accounting role or a data analysis role by pursuing a career in data analysis or while pursuing qualifications such as ACCA. I am committed to professional development and contributing to the success of your organisation.

Education:

Middlesbrough College

• Level 3 BTEC Foundation Diploma in Business – Merit

St Peter’s Catholic Secondary School

• GCSE:

• Combined Science – Grade 6-6

• English Literature – Grade 7

• English Language – Grade 8

• Religious Education – Grade 7

• Mathematics – Grade 5

• BTEC Sports Science – Level 2 Distinction\*

• Art – Grade 5

• History – Grade 6

Experience:

Administration Assistant, Azets Stockton Wynyard:

• Utilised CCH software for efficient administration and record-keeping.

• Logged in records from clients using Excel, ensuring accuracy and confidentiality.

• Handled phone calls and managed postal communications, providing prompt and professional service.

Crew Member, McDonald’s Thornaby TS17 9DZ:

• Demonstrated excellent customer service skills by addressing customer needs and resolving issues promptly.

• Maintained cleanliness and organisation in a fast-paced environment.

• Developed effective communication and teamwork skills to ensure smooth operations.

Waiter, Delhi Lounge Indian Restaurant, Middlesbrough:

• Provided exceptional service to customers, ensuring a positive dining experience.

• Managed multiple tasks efficiently, including greeting customers, taking orders, and clearing tables.

• Developed strong organisational skills and attention to detail in a busy restaurant setting.

Leadership:

Head Boy, St Peter’s Catholic Secondary School:

• Led student council meetings and organised school events, fostering a collaborative environment.

• Acted as a liaison between students and faculty, addressing concerns and suggesting improvements.

• Developed strong leadership and public speaking skills through regular interactions with peers and staff.

Skills:

• Strong attention to detail and organisational skills gained through experience in fast-paced environments.

• Proficient in Microsoft Office Suite, including Excel, Word, PowerPoint, and Teams.

• Excellent communication skills, both verbal and written, demonstrated through leadership roles and customer interactions.

• Demonstrated reliability, self-reliance, and initiative in previous roles.

• Strong teamwork and leadership skills developed through coordinating events and leading teams.

• Ability to follow instructions meticulously and adapt to new tasks quickly.

• Committed to customer satisfaction and problem-solving.

• Currently pursuing qualifications in accounting and data analysis to further develop skills and expertise.