

Raj Devsi

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PERSONAL PROFILE

An enthusiastic BA Joint Honours graduate in Business Management & Accounting and Finance with the motivation to succeed. I am a confident and responsible individual who can adapt well to situations and who can work independently as well as a member of a team. I have enhanced communication skills and can competently follow instructions as well as use my initiative to decisively resolve issues. I am seeking a challenging opportunity that allows me to broaden my experience and knowledge.

EDUCATION

2008 – 2012: Nottingham Trent University

BA Joint Hons - Business Management & Accounting and Finance (2:2)

2005 – 2008: Halesowen College.

BTEC: Business Studies (M,M,P)

2000- 2005: Dormston School, Wolverhampton.

GCSE's: 1 B and 6 C's including: Mathematics (C) English (CC) Science (CC)

EMPLOYMENT HISTORY

Feb 2013-Present: Ipsos Mori – Admin/Data Analyst

Ipsos MORI is the second largest market research organisation in the UK who conducts surveys for a wide range of major organisations, as well as other market research agencies. My role entails :-

- Dealing with a vast number of questionnaires both paper and electronic based.
- Chopping, Scanning and batching in accordance to each job set.
- Entering the relevant data into the system via Readsoft.
- Opening and organising the daily post.
- Checking validity of the data used via ReadSoft.
- Training other members of staff as well as new staff.
- Learning new software.

For this role i have had to learn new software and liaise with people from all different backgrounds and all levels of the company. This has helped further enhance my communication, verbal and written skills. Training others has advanced my leadership skills as well as my ability to work to challenging timescales.

Nov-Dec 2012: Royal Mail – Christmas Casual

I worked as part of a team in a fast paced environment during the night shift. My role entailed :-

- Having to be flexible.
- Making quick decisions to help meet deadlines set.
- Being resilient with working late shifts.

2005 - 2011: Diamond Foods – Team Leader / Part time Manager

I worked for this catering organisation on a part time basis. This company operates as a high street shop with buffet restaurant as well as providing off site catering functions around the country. They cater for events of up to 1000 people. My role entailed :-

- Being in charge of 10-20 members of staff.
- Communicating and making decisive decisions.
- Face to face customer interaction, while dealing with volatile situations.
- Boosting team morale.
- Long shifts.
- Reaching each target set.
- Being a leader.

SKILLS AND ACTIVITIES

I have a full clean driving licence.

I have excellent knowledge of Microsoft packages such as Word, Excel, PowerPoint and Access as well as ReadSoft and Ascribe.

HOBBIES AND INTERESTS

Fitness is an essential part of my lifestyle. I train regularly pushing myself to the next level which keeps me focused and mentally strong.

I enjoy listening to music and socialising with family and friends.

REFERENCES

Available upon request