

## **Aaaaaaaaaa Aaaaaa**

99 Aaaaaaa Aaaaa, Aaaaa, Aaaaaaaaa, AA1 1AA

020 9999 9999 – 07999 999 999

[Aaaaaaaaa@gmail.com](mailto:Aaaaaaaaa@gmail.com)

A young and proactive Business Information Technology professional with experience in support roles and project administration. Good communication, problem solving skills combined with a range of technical skills and experience of working cross-functionally within a customer focused environment, maintaining the delivery of effective IT technologies and projects.

A wide range of technical abilities with proficiencies in aspects of Business analysis such as developing models based on UML methodology as well as translating customer requests and business requirements into specifications and tangible products by wireframes and mock-up designs. Strong in requirements gathering and excellent understanding of Business Processes. Strong interests within Information Security, E-learning, ERP, Project Management and Financial IT.

- Applications: MS Office including Outlook, Excel & Access, MS Project & Visio, Dreamweaver, Photoshop
- Technical Expertise: SQL (Oracle & MySQL), Java, XML, UML, XHTML, CSS, JavaScript, Apache & PHP
- Operating Systems: Microsoft & Linux

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### EDUCATION

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*Aaaaaaaaaaaaaaaaaaaaaaa, University of London*

#### **MSc Business Information Systems**

**20XX – 20XX**

Classification: Aaaaa - xx% Average

This postgraduate degree provided me with the right balance of specialist IT and management training; it has equipped me with the ability to combine these skills

**Dissertaion Title:** Exploring the use of E-Learning Technologies in Higher Education

*Aaaaaaaaaaaaaaaaaaaaaaa, University of London*

#### **BSc Computing & Information Systems**

**20XX – 20XX**

Classification: Aaaaa – xx% Average

**Topic Included:** E-Commerce, Java Programming, UML, Computer Security & XML.

**Dissertaion Title:** The Virtual Classroom

*Aaaaaaaaaa College,Aaaaaaa, London*

#### **A Levels**

**20XX -20XX**

- Mathematics - B
- Computing - A
- Sociology - B

*Aaaaaaaa School, Aaaaaaa Aaaaaaa, London*

#### **GCSE**

**19XX – 20XX**

8 GCSE Passes (A-C) including Mathematics & English

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### PROFESSIONAL QUALIFICATIONS

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- PRINCE2 Project Management **Jun 20XX**
- CCNA – Exam: 640-802 **Jan 20XX**
- Information Technology Infrastructure Library (ITIL) V3 **Pending**
- Certified Information Systems Security Profession (CISSP) **In Progress**
- Microsoft Server 2008 Active Directory – Exam: 70-640 **Feb 20XX**
- Oracle Certified Associate (OCA) - Databases **In Progress**

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## EMPLOYMENT

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*Aaaaaaaaaaaaaaaaaaaaaaa, Aaaaa London*

**Systems Admin/Support**

**20XX -Present**

Proving 1<sup>st</sup> line operating systems and network support to all systems users as well as co-ordinating the everyday administration of the web-based Learning Management System (LMS) used by Aaaaaaaaaaaaaaaaaaaaaaa. Reporting to the centre manager via written reports and meetings as well as conducting presentations with learner's at induction stages. Closely liaising with system developers, administration staff and students ensuring consistent delivery of learning content and system availability.

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## OTHER PROJECTS & VOLUNTEERING

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*Aaaaaaaaaaaaaaaaaaaaaaa, Aaaaa, Aaaaa London*

**Founder/Manager**

**Mar 20aa- Present**

A supplementary school aimed at local families, which provides lessons in Maths, English and Science. Aims to raise the educational achievement of young disadvantaged people. Provides an efficient service at a fraction of the conventional price. Duties including hiring and paying staff as well as collecting fees and maintaining the student database. I currently dedicate Sundays to this role. This role has allowed me to develop leadership, people management skills as well as learning the importance of customer relations and retention.

*Aaaaaaaaaaaaaaaaaaaaaaa aaaaaaaaa – Charity Number: 999999*

**Committee Member**

**Dec 20aa -Present**

A voluntary youth organisation which provides advice, social and recreational activities to what it considers disadvantaged youth from ethnic minority backgrounds. I was invited to join the Management Committee in December 20xx, to help change the lives of many people from a background similar to mine. Currently duties include meeting with local authorities and planning projects as well as budgeting and liaising with the organisations accountant. This role has allowed me to vastly improve my communication skills and financial understanding.

*Aaaaaaaaaaaaaaaaaaaaaaa – Charity Number: 999999*

**Fundraiser**

**20xx -Present**

Aaaaaaaaaaaaaaaaaaaaaaa is a charitable organisation whose aim is to relieve poverty through education, crime reduction and capacity building programmes. I regularly assist in fundraising activities for their orphanages in Aaaaaaaaaaaaa.

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## HOBBIES & INTEREST

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I play 5-a-side football weekly allowing me to socialise and exercise at the same time. It also allows me to make use of my communication and teamwork skills. I like to socialise with friends and family both physically and through various social networking sites. I have recently subscribed to and read The Economist; I believe it keeps me informed in pertinent affairs both here in the UK and internationally.

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## LANGUAGES

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- English – native language
  - Aaaaaa – speak fluently and read/write with high proficiency
  - Arabic – speak, read, and write with basic competence.
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## REFERENCES

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Available Upon Request