Satvinder Pritchard
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Staffordshire

Personal Profile

A conscientious and professional individual with extensive experience in handling and manipulating data, data entry, data analysis, data cleansing, migration, management reporting. Knowledge and experience in maintaining data integrity. Data entry skills of 80 wpm.

Extensive knowledge of MS Office Suite.

Currently seeking a new position in an IT based environment following a career break. ‘A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results’
I currently hold a full clean driving licence and have access to personal transport.

Skills & Abilities

* Proficiency in all areas of Microsoft Office, including Access, Excel, Word
* Data entry and verification skills
* Excellent communication skills, both written and verbal
* Systems Analysis
* Data Analysis
* Data Cleansing
* Data Migration
* The ability to think clearly using logic and reasoning
* Excellent verbal communication skills
* Knowledge of maths and statistics
* Knowledge of computer operating systems and software packages (eg R and WEKA etc)
* An understanding of how businesses management
* Analytical thinking / problem solving attributes
* To be thorough and pay attention to detail
* Excellent written communication skills
* To be able to use a computer and the main software packages competently

Career Information

**Personal Family Commitments – Career Break**

**(2011--current)**

Career break due to family commitments. Skills: Time management, organization skills, listening skills

Assistant to Chef, Sandwich Factory, Atherstone, Staffordshire

**(2009-2011)**

Education & Training

* English & Maths GCSE’s
* A Levels – Maths, Biology & Chemistry
* Higher National Diploma – Computer Studies
* Mobile and Operating Systems - Pearson BTEC Level 3 (2022)
* Networking and Architecture - Pearson BTEC Level 3 (2022)
* Cloud Services - Pearson BTEC Level 3 (2022)
* Business Processes - Pearson BTEC Level 3 (2022)
* Cyber Security Practices - Level 3 (2022)
* Introduction to Cyber Security CISCO Certified (2022)
* Security Pro - Testout / CompTIA Certified (2023)
* Data Analytics – Level 5 – (2023)

Additional Interests

* Baking / Cooking
* Alternative Therapies
* Learning new stuff
* Volunteering
* Learning new languages

References

References are available upon request.