Sukhban sani

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12 Trenville Avenue, Fulham Road, Birmingham, B11 4QQ

**PROFILE**

Optimistic person with numerous experiences working in different environments. Project planning experience at Energy Systems Catapult- working towards net zero goals in the energy sector. Project Support associate at Deloitte LLP- collaborating with multinational firms to aid auditors and consultants. Good industry knowledge of Microsoft Excel. Modelling requirements based on past and current data. Performing analysis, presenting using spreadsheets, and consulting with managers for efficient project management.

**EXPERIENCE**

### May-Ongoing

## Resource allocation support officer, Energy systems catapult

Support colleagues to allocate and manage internal expert resources across a complex and growing portfolio.

Support colleagues to identify emerging and potential resource capacity issues and mitigations to resolve them.

Support the planned integration of the resource management process with the bid management.

Support colleagues to fulfill their own responsibilities in the resource planning and

management process and support best practice in relation to collaboration and communication

**February 2023-May 2023**

**Executive support Administrator,** PwC

Expense management - timely preparation of expense claims for stakeholders and support with processing invoices.

Support with maintaining the firm's Client Records Management system (Salesforce), as required.

Confidently manage and prioritise workload to meet deadlines, whilst maintaining an exceptional quality of work.

### January 2022-February 2022

## Project Support Associate, Deloitte

Project Planning- Liaising with managers and partners to establish.

timelines for effective completion of projects.

Managing calendar invites, organising meetings and travel management

Preparation of expense reports using Microsoft Excel functions

Supporting projects through excellent admin skills

### ONGOING

## PROCUREMENT mANAGER, fRENCH SILK

Conducting market research to understand consumer requirements and then sourcing

goods at competitive prices

Marketing products on various social media platforms

Modelling future Revenue growth

**Certifications**

### Ongoing

### Google Data Analytics, Google

Data analysis, Cleaning and visualization

Using tools such as SQL, R Programming, Tableau

**EDUCATION**

### 2022

## degree, swansea university

Chemical Engineering, BEng (Hons).

### 2017

## A-levelS, jOSEPH cHAMBERLAIN sIXTH fORM

Psychology, Chemistry & Biology. C-C-B.

### 2015

## GCSE, gOLDEN hILLOCK sCHOOL

Nine GCSE’s including Math, English & Science. Grades A-C.

**SKILLS**

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| --- | --- |
| * Proactive approach, using initiative to grow and develop self and area of responsibility. * Organization skills: ability to prioritise work and confidently manage conflicting demands to meet timelines. * Strong team player, embracing collaborative working. * Excellent attention to detail. * Innovative but pragmatic approach to problem solving and a drive to continuously improve. | * Positive and professional approach to all aspects of work. * Work affectively in a proactive and flexible manner to manage a high workload. * Highly adaptable to change. * Highly self-motivated and ability to work independently. * Strong and confident communicator, taking personal responsibility in dealing with queries. |

**OTHER QUALIFICATIONS & EXPERIENCE**

* President of Pakistan Society – 1 Year
* Steward at various charity events – 2 years

**REFERENCES**

Mohammed Sharif (Manager) Mohammed Azeem

UKIM Naseem’s Accountants

423 Stratford Road, Birmingham, B11 4LB 104 Stoney Lane, Birmingham, B12 8AF

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Additional references available upon request.