

Nsar M Qadr Educationalist

Curriculum Vitae'

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LinkedIn



Personal Profile

Position Sought within: 'EDUCATION SECTOR'.

Am enthusiastic and showing flexible individuality, with a strong focus on efficient task completion and is looking to pursue a career within the 'education sector'. Works well under pressure, maintaining a calm presence with a mature, dependable attitude & punctual ability. Works well as part of a team & can quickly form positive, productive working relationships using strong communication skills. Efficiently adapts to new tasks while willing to undergo any training a new occupation demands. I have teaching support experience.

Key Skills and Qualities

- Effective communicator, both with written & spoken English
- Good team player
- Excellent customer service skills
- Computer literate with accurate & efficient typing skills
- Fluent in spoken Punjabi/Urdu

Employment History

Sports Traider, High Street, Bedford.

Position: Sales Assistant

2014-2015

- Serving customers and assisting with any enquiries
- Replenishing stock on the shop floor from stock room
- Cash handling and completing transactions
- Stock taking/checking

Ambassador Cars Taxi Services, Bedford.

Position: Customer Services

2010-2013

- One to one customer interaction / greeting customers
- Telephone duties
- Admin Duties/Reception work
- Mercury Computer data base operation
- Locating & storing lost property

Business Post, Milton Keynes,
Kempston Ronald Drive, Bedford.

2000-2003

Position: Computer Operator/customer services

- Inputting FEDEX Waybills with a degree of accuracy/efficiency
- Customer Services, problem solving on phone
- Locating Global Postal Codes accurately
- Driver Log sheet Scanning
- Warehouse duties, from shrink wrapping to loading and unloading FEDEX

Voluntary Work Experience History

Position: Teaching Assistant

2019 Oct - Presently

NOAH Academy, c/o C.V.S centre,
Bromham Road, Bedford.

E.S.O.L Class

Duties

- 1 to 1 student Support
- Teaching Support
- Supervising class while assessment is in progress by tutor
- Working with induction/assessments of new students

Education & Qualifications

<u>DATE</u>	<u>INSTITUTION</u>	<u>QUALIFICATION</u>	<u>AWARD</u>
1978-80	Shackelton Lower School, Bedford.	Primary Education	
1980-83	Silver Jubilee Middle School, Acacia Road, Bedford.	Academic Education	
1983- 1986	John Bunyan Upper School, Mile Road, Bedford.	8 'O'Levels / C.S.E'S Including...	<ul style="list-style-type: none"> ▪ English ▪ Maths ▪ History ▪ Biology ▪ Physical Science ▪ Technology ▪ Religious Education
1986-89	Bedford College, Mander Site, Cauldwell Street, Bedford.	B.T.E.C.	<ul style="list-style-type: none"> ▪ First Level Diploma Business & Finance. ▪ R.S.A Typing. ▪ R.S.A Word-processing. ▪ National Diploma Business Studies. (First Year)
1989-90	Barnfield College, Luton, Bedfordshire.	B.T.E.C.	<ul style="list-style-type: none"> ▪ National Diploma Business Studies
1990-92	Bradford & Ilkley Community College, Trinity Road, Bradford.	B.A Hons Degree	<ul style="list-style-type: none"> ▪ Organizational Studies (Undergraduated father was ill)

05/1995	Bedford College, Cauldwell St., Bedford.	Cambridge Business Skills	<ul style="list-style-type: none"> ▪ Managing Tasks ▪ T.E.F.L Foundation
09/2007	Seetec, Bromham Road, Bedford		<ul style="list-style-type: none"> • Positive Action Certificate.
07/2014	Learn Direct, High Street, Bedford.	City & Guilds	<ul style="list-style-type: none"> • I.T.Q Level 2 Extended
08-2015	Intraining, Mill Street, Bedford.	B.T.E.C	<ul style="list-style-type: none"> • Award in Retail • Award Business Admin. • Award in Work Skills
09/2015	Vision2learn, Online.	City & Guilds	<ul style="list-style-type: none"> • Customer Services Skills Level 2 • Business Administration L2
09/2015	ncchomelearning.co.uk	A.B.C. Awards	<ul style="list-style-type: none"> • Teaching Assistant Diploma LEVEL 3
06/2015	oplexcareers.com	C.P.D course	<ul style="list-style-type: none"> • Recruitment Consultant Certificate
08/2015	Udemy.com	C.P.D Courses	<ul style="list-style-type: none"> • Intro. to Medicine Certificate • Write Effective College Level essay. • Master Polite English Certificate. • Learn real life English Certificate. • English Legal System 60 Minutes Cert. • English upgrade Certificate.
11/2016	oplexcareers.com	C.P.D Course	<ul style="list-style-type: none"> • Higher Learning Teaching Assistant Level 4 Certificate (HLTA)
01/2018	newskillsacademy.co.uk	C.P.D Courses	<ul style="list-style-type: none"> • Pharmacy Assistant Certificate. • Sage 50 Beginners Certificate.
03/2018	Staff training solutions, 3rd Floor, 86-90, Paul Street, London E.C.2.A 4.N.E	ABC Awards and Certa, Awards	<ul style="list-style-type: none"> • Human Resources Certificate
06/2018	S.S.G. Training Services, Alexander Sports centre, Sidney Road, Bedford.	C.P.D Courses	<ul style="list-style-type: none"> • Work Skills Certificate. • Emergency First Aid Certificate
06/2019	Education & Training Foundation, 157-197 Buckingham Palace Road, London S.W.1.W 9.S.P	C.P.D Courses	<ul style="list-style-type: none"> • Prevent for support staff Certificate. • Safeguarding & Safer Recruitment Certificate.
05/2019	elearning.acas.org.uk	C.P.D Course	<ul style="list-style-type: none"> • Equality & Diversity Certificate
07/2019	www.janets.org.uk	C.P.D Course	<ul style="list-style-type: none"> • T.E.F.L Certificate
08/2019	Brentwood College (tutor driven).	C.P.D Course	<ul style="list-style-type: none"> • How to start an Online Business Certificate
08/2019	Brentwood College (tutor driven) info@bolc.co.uk	ABC Awards & Certa Awards	<ul style="list-style-type: none"> • Advanced Human Resource Management Diploma level 5
04/2020	Croydon college, Croydon.	TQUK (ongoing)	<ul style="list-style-type: none"> • Level 2 Certificate in Information, Advice or Guidance.

Hobbies and Interests

- Enjoy keeping fit via weight training & cycling. (The Gym Bedford, London Rd)

- Reading & Writing.
- Like to read education, computer & gardening magazines.
- Driving. D.I.Y, basic motor mechanics. Like to read facts about Innovation & technology issues/advancements.
- C.I.P.D courses.
- Enjoy cooking for leisure.
- Keen interest in Sci-Fi & detective movies. Gardening.

References

Can be available on request.