**Humera Yakub**

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**EDUCATION**

**2010 – 2013 University College London**

* **BSc Information Management for Business**

**Overall Classification Predicted: 2:1**

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| --- |
| **Key modules:**  Programming in Java, Information Systems, Organisational Change, Accounting for Business, Database Systems, Business Analytics, Software Engineering, Project Management |

**2008 – 2010: St. Francis Xavier Sixth Form College**

* **A Levels**

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| Sociology (A), Religious Studies (B), Business Studies (B), Extended Project Qualification (A) |

**2003 – 2008: The Norwood School**

* 10 GCSEs from A\* - C

**EMPLOYMENT HISTORY**

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| --- | --- |
| **July 2008 - Current**  Forum Safety  Project Manager | **Duties/Skills:**   * Reducing overall time and costs * Establishing a website to increase sales and expand online * Managing the website: changing stock lists and ordering information * Result in revenue - 10% increase in overall profits via online sales * Stock control system: a move from paper-based system to online database * Strong team player and initiative to deliver quality solutions to problems |
| **August - Sept 2012**  Twenty Recruitment Group  Business Analyst  (Summer Internship) | **Duties/Skills:**   * Updating the new CRM system - adding contractor documents, structuring consultants’ information and loading onto CRM system * Data mapping from data analysis system to new CRM system * Data cleansing within new CRM system to check consistency * Engaging with all relevant stakeholders to ensure validity across all data systems and analysis tools * Analysing business and reporting requirements for 90-day appraisal |

**EXTRA-CURRICULAR ACTIVITIES & INTERESTS**

* Elected as the school mentor and managed 5 students, which required me to train intensely
* Gained a Diploma in Digital Applications (DiDA) to further my passion in Technology, and then obtained the Extended Project Qualification at A-Level
* Networking and attending optional events such as ‘IT’s not just for the boys!’ and ITMB Mock Interview Day as networking is vital in any industry
* Volunteer in organising charity events with approx. 200 guests at my community centre, which involves managing the venue’s decoration and catering facilities
* Currently in the process of redesigning my parents’ five bedroom house which requires excellent time management, negotiation and organisational skills

**I.T SKILLS**

* Programming Language: Java, Ruby
* Microsoft Office Specialist Certification
* Adobe Dreamweaver / Fireworks MX / Freehand
* Professional Qualification: SAP ERP – Integration of Business Processes (TERP10)
* Project Management Course accredited by Association for Project Management (APM)