**Samia Chaudhry**

**94 Mirador Crescent Slough Berkshire SL2 5LB**

**07714596988 • 01753** 574583 **• samiachaudhry44@**gmail.com

**Driving** Licence **• Car** Owner

**Personal Statement**

Strength of mind, strength of heart, and a passion for life in general; these are key ingredients to the recipe of perseverance, all of which have made me into the woman I am today.

A self-motivated individual with excellent teamwork skills combined with the discipline to work extremely well on her own if required. Strong organisational and communication skills involving the ability to disseminate information and knowledge whilst listening and putting into practice advice and instructions.

I am an outgoing, hardworking individual who is eager to be challenged. I am extremely determined, self-motivated and self-disciplined.I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in aviation and the areas linked to it.

**Key Skills**

* - Great communication skills: as pevious experience in banking and dealing with people from different back grounds it is essential to be able to get your message across and for people to understand whta you are trying to communicate.
* - Eye for detail: Have to ensure that from a security perspective I have to be vigilant with regards to peoples behaviours and attitudes especially working in a bank.I can demonstrate original, independent and critical thinking
* - Experience of MS word and MS excel: Have studied computing at university which enables me to navigate through a PC comfortably.
* - Networking and teamwork: I am developing and maintaining co-operative networks and working relationships with supervisors, colleagues and peers, within my institution and the wider research community
* Bilingual: I am fluent in various languages which helps me to communicate with people from various ethnic backgrounds. Apart from English, I can also read, write and speak in Urdu and Punjabi.

**Work Experience**

**Personal Banker, Barclays Bank PLC, Reading**

(Jan 2004 to current)

I have worked for the company for 8 years as a personal banker. My duties normally include dealing with various people from various walks of life and to deal with their requests- Also to maintain the company' integrity by acting and coming across professionally. Also to keep in mind the security aspect of the job and be vigilant with regards to people's behaviours, the use of their account so have to have an eye for detail to spot for any fraudulant activity. I deal in opening accounts and insurance and loans. Also dealing with business account s and general customer service which I am a champion for in my branch. These duties include making sure that we provide the best service possible and if there are any issues, how we can rectify them. liasing with different departments to get the best results for business productivity and providing best service to our clients.

**Cashier and Bankage Officer, Nationwide, Windsor**

(2002 to 2004)

I worked a s a cashier and a bankage officer which entais dealing with large amounts of cash and to make sure that we always retained enough funds in our safe and not to go over set limits. Doing daily security search of the premises to ensure there are no unauthorised personnel lurking around and that the premises are secure.

**Education**

**Herschal Grammer School, Slough**

1996 to 1998

A-Levels in Biology, Chemistry and Sociology

**Buckinghamshire Chilterns University, High Wycombe**

1998

Certificate of Higher education in Computing

**Baylis Court school, Slough**

1994

8 Gcse passes

**Hobbies & Interests**

I love to socialise and go out with my friends- spending time with my family. I love reading books and have an eclectic taste. I also enjoy watching movies. I have also undertaken a task of climbing mount Kilimanjaro in Oct 2013 for a charity to raise money for a cancer hospital.

**References**

References are available on request.