**KARISMA MISTRY**4 Oakridge Close, Hamilton, Leicester, LE5 1UP

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**Profile**

Highly motivated, organised and adaptive second year university student studying Accounting for Management. I am interested in a 12-month placement exploring the financial diversities within a business for an insight into the life of an accountant. I developed teamwork, organisation and creativity skills whilst working in retail.

**Education**

**Aston University, Birmingham, UK Sep 2018 - Present**

**BSc Accounting for Management** (Sandwich degree)

* Expected first class overall
* Key modules: Foundations in Financial and Management Accounting, Foundations of Business Analytics, Principles of Operations Management and Law for Business
* Collaborative teamwork skills being developed through extensive group work during a coursework task in which we had to do a presentation. Confidently lead the team delegated tasks to each individual.
* Developed time management skills and organisation skills through coursework
* Member of the Hindu Society and Accounting and Economics Society

**Wyggeston & Queen Elizabeth I College, Leicester, UK     Sep 2016 – June 2018**

**A Level:** Maths A, Chemistry B, Physics B

**AS Level:** Maths A

**Wreake Valley Academy, Leicester, UK                             Sep 2014 – June 2016**

**GCSE:** 11 GCSEs A\*- B including Maths A\* and English Language A

**Employment History**

**Customer Resolution Manager, EON, Leicester, UK July 2019 – Sep 2019**

* Handling customer complaints and problems via phone and extending the issue to managerial level when required to get the best customer satisfaction.
* Liaising with customers regarding payment complaints with a warm atmosphere to solve the problem as effectively as possible.

**Sales Assistant, Next, Leicester, UK Dec 2018 – Jan 2019**

* Serving customers at the till with a friendly conversation, improving customer satisfaction and communicational skills.
* Large workload with high targets in limited time frames during shifts especially in Christmas and boxing day sales, expanding my organisation and time management skills to work effectively in order to please customers.

**Tuition, Leicester, UK Aug 2016 – Sep 2018**

* Mentored students by helping them develop their mathematical skills as well as their writing and reading skills.
* Areas that the students find particularly challenging were identified, then tackled in a logical, systematic manner and exercises were recommended to improve their knowledge and help them understand the tasks.
* Adapted my communication style to suit each different student so they can learn better.

**Specific skills**

**IT**

Highly competent in Word, PowerPoint and Excel used for assignments and reports.

**Languages**

Fluent in Gujarati

Basic/conversational French

**Driving**

Full, clean license for 2 years

**Activities and achievements**

**Aston University Hindu Society**

* Representing my culture within my university allowed me to gain a diverse understanding of my religion with different ethnicity backgrounds whilst taking part in events and performances such as ‘Ujala’ which is a festival of arts.
* Participated in voluntary work in central Birmingham handing out food and drinks to the homeless.

**Aston University Accounting and Economics Society**

* Involved in discussions and debates about the current problems in political and business finance such as ‘Brexit’.

**Interests**

Travelling, swimming, art and playing tennis.

**References**

Available upon request