

# Sonia Dhanda

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## Profile

A determined hardworking final year Politics and Economics student with an international work experience. Able to demonstrate strong communication, organisational and problem solving skills. In addition to cultural awareness and adaptability in diverse environments. Works well independently and as a part of a team. Looking for an interesting internship.

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## Education and Qualifications

**Aston University:** SEPT 2016 – Present

### BSc Politics and Economics

Principles of Financial Accounting (2:1) Introduction to Microeconomics (1st)

Political Economy and Industrial Policy (2:1) Macroeconomic Policy (1st) Competition Policy (1st)

**Nanyang Technological University** JAN 2019 - MAY 2019

### Exchange Semester in: Economics and Finance

Advanced Macroeconomics (2:1) Entrepreneurial Finance (2:1) International Finance (2:1)

**The Bedford Sixth Form:** SEPT 2014 – JUL 2016

A Levels: Business (A): Economics (B): Psychology (D)

**Hastingsbury Business and Enterprise College:** SEPT 2011 – JUL 2014

11 GCSE's (A-C) including English Language and Mathematics. Level 2 Algebra Award (Pass/B)

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## Employment History

**La Garage A' Pizza, Wickede Germany-** Operations Manager JUL 2018- DEC 2018

- Using problem solving skills, I found issues in stock, and introduced my own ideas such as RFID Readers as well as Excel based spreadsheets to track weekly expenditure on stock.
- In the finance department, I created budgets and proposed cutbacks to increase revenue. I also played a major role in decision making regarding investors and potential partners. I had authority to delegate roles based on individual strength. I was able to exercise effective leadership.
- Delegating roles improved my decision making skills. Helped the firm perform more efficiently through my attention to detail when producing statements.

**Aston University, Birmingham UK-** Peer Mentor OCT 2017-JUL 2018

- At a local school, I plan weekly sessions for year 12 students and set targets in order for them to meet academic and non-academic targets.
- Enhanced my communication and organisation skills by maintaining a professional relationship with mentees and regularly planning sessions according to their needs.

**KFC, Bedford UK-** Finance Assistant, Sales OCT 2015 –SEPT 2016

- Counted large amounts of money in batches, as well as prepared tills before shifts and counted them after shifts. During busy periods, I would complete transactions.
- Improved my attention to detail and accuracy, as I counted quickly and correctly, and ensured tills consisted of the correct amount of money before and after shifts.

**Primark Stores, Bedford UK-** Sales Assistant NOV 2014 –MAY 2015

- Assisted customers and conducted cash and card transactions. Often would be required to help manage arrival of new stock.

- Allowed me to demonstrate my team working and customer service skills, as we helped each other with deliveries in a limited time period, whilst meeting customer needs on the shop floor.

**Magistrates Court, Bedford UK- Administration, Reception Duties** **JUL 2013 – AUG 2013**

- In the administrative department, I would file and organise documents efficiently, I would often be required to take calls whilst in the reception, and attend meetings when with solicitors.
  - Increased my awareness of how firms operate as well as the ability to distinguish how different firms have different individual needs.
  - Improved my IT skills as I learnt data entry and gold faxing.
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### Specific Skills

- Microsoft Office Programmes: Word, Excel, PowerPoint and Publisher.
  - Fluent in Punjabi and Hindi.
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### Interests

- School Council member for 5 years and a student representative at my University Student Union.
  - Church- Lead a Christian Union for 4 years at my local school.
  - Dance- a part of Aston Bhangra Society and perform at weddings.
  - A part of the international buddy scheme where I mentor International students at Aston.
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### Achievements

**National Citizens Service (NCS):** **JUL 2014- SEPT 2014**

- As a team leader, I was in charge of holding a charity event, therefore regularly interacted with companies professionally, as well as visited venues.
- Gained verbal and written communication, as well as provided me with problem solving skills, as if a venue was unaffordable I would have to find cheaper premises.

**Duke of Edinburgh Bronze Award** **NOV 2013- JUL 2014**

- Me and my team planned a route to travel on, whilst meeting all rules.
- Helped organise tasks efficiently and meet deadlines as we knew what route to take.

**My voice My vote:** **FEB 2015- MAR 2015**

- Ran a political video campaign on the key areas facing society. Therefore, I would often network with a variety of people to keep the campaign consistent.
- Improved my ability to work in a team as well as delegate roles accordingly.

**Bank of England Target 2.0 regional challenge:** **OCT 2015- NOV 2015**

- Was required to conduct a timed presentation, as well as prepare answers to potential questions, from members of The Monetary Policy Committee.
  - Learnt to use my initiative when unexpected questions were asked and to help out my team when they struggled answering questions, this also improved my research skills when preparing the presentation.
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**References** - Available upon request.