Yathushan Vijeyathas

07596853771

yathu-17@hotmail.com

**Education**

**University of Brunel [Current]**

Business Management - (Entrepreneurship and innovation)

**Stanmore College [Sep 2016 – Jul 2017]**

Level 3 Extended diploma in Business studies

Achieved grade (D\*DD)

**Canons High school & Sixth Form [Sep 2012 - Jul 2014]**

7 GCSEs (A-C including Mathematics and English)

**Level 2 Extended diploma Electrical & Electronical** **Engineering** [**Sep 2015 – Jul 2016]**

Achieved grade – MM

**Work Experience**

**Heartland Property [april2019-May2019]**

* Arranged viewings with potential clients
* Open inventory, closing inventory, solving land lord & tenants problems
* Provided guidance and assisted both landlords and tenants with the marketing and lettings of properties for the right price under the best terms
* Conducting transaction’s on behalf of clients
* Handling enquiries concerning properties from potential buyers and tenants

**Tesco, Cannons Corner [Mar 2016 –july2018]**

* Responsible for supervising employees to maintain excellent customer service in order to maintain Tesco’s high standards
* Responsible for shift cash management
* Assisted with administrative tasks
* Assisted with stock management, including, ordering and receiving daily deliveries

**Moore spice 1966, Bar and Restaurant [Jan 2016 – Jun 2017]**

* Duty Manger
* Ensuring the staff are happy so the business can run smoothly, I would organize and delegate their workload as well as monitoring them to make sure it’s done correctly
* Reporting to senior management on daily, weekly sale targets and weekly expenses
* Identified key customer groups during match days and non-match days to increase sales targets
* Responsible for supervising employees to maintain excellent customer service, food quality and production
* Implemented a daily employee management task plan

**Jade Pharmacy [Sep 2014- Jun2015]**

* Assisting consumers with goods
* Checks patients' prescriptions for accuracy and safety
* Ensures legal compliance in the pharmacy, reviewing labels, doses, and procedures.
* Manages the pharmacy's inventory, staff, and budget
* Uses pharmacy computer system to maintain records and track inventory

**Personal Skills**

**Language: Fluent in English and Tamil**

**Advance User:** MS Office Suite

**Teamwork**: - Supportive project work required at college and high school. Leadership skills were also required, the ability to be assertive yet tactful in order to achieve a successful outcome. Group presentations at college require commitment and time management skills in order to prioritize various tasks. College requires an ability to get on with people at all levels.

**Communication** - Good oral and written communication. Good at working as part of a team to produce outstanding work and meeting deadlines. Conducting various presentations at college and high school helped me to communicate and share ideas with other team members and present information and ideas in an appealing way. Working at Jade pharmacy required great level of communications for customer services.

**Organizing/Planning: -** Good level, planning and organizing work was achieved, as it was always a part of every module studying at college and studied at high school where I had to organize and meet deadlines.

**Interest**

During my academic year I was apart of my School football team, I also played outside school for a senior football club. Furthermore, As Vice captain I was responsible for training the junior football players, this helped me improve my communication and leadership skills. I like a lot of sports which involves teamwork such as Cricket, I used to play a lot of cricket with my friends in the park. In my spare time I also go to view properties with members of my family, as they usually go to resolve issues tenants have, after viewing properties I started to gain interest for this field, and the pathways it could possible open up.

**Driving: Full UK license**