**Ifrah Moallin**

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**Education**

**Aston University, Birmingham 2018 – 2019**

**MSc Human Resource Management and Business (Level 7 CIPD Accredited)**

Modules include: Strategy, Change and Leadership, Organizational Behaviour, Strategic and International HRM, Employee Relations in Context, Research Methods in HRM and OB, Assessment Performance and Reward, Learning and Talent Development, Employment Law

**Aston University, Birmingham 2015 – 2018**

**BSc (Hons) Politics and English Language Grade 2.1**

Modules included: Psychology of Language and Communication, Language Policy and Language Planning, Language as Evidence and Spoken Discourse Analysis

**Joseph Chamberlain Sixth Form College, Birmingham: 2013 - 2015**

A Level History

A Level English Literature

A Level Government and Politics

**Holte School, Birmingham: 2008 - 2013**

GCSEs: 12 grades A\*-C, including:

English Literature

Mathematics

Double Science

**Employment History**

**(December 2017 – Present)**

**Currently working for Sugar Health and Wellbeing Agency**

**Birmingham Mind**

* Developed strategies to retain individuality for all care users.
* Organized various workshops and activities for the residents.
* Maintained a safe living and environment always.
* Ensured confidentiality of all patient records.

**Midland Heart**

* Formulated risk assessments, support planning and personal need reports for existing and new customers through the support planning software
* Assisted service users to engage in training, education and public service opportunities to ensure progression whilst living on the scheme

**Lifeways Ltd**

* Prepared reports for all residents and presented them to senior staff
* Composed mini biographies of each resident to ensure all their care requirements are reached.

**(June 2017– December 2017)**

**English Language and Literature Tutor Cambridge Tutorial College**

* Prepared students in studies of all areas of the national curriculum, focusing on English Literature and Language.
* Arranged my own teaching materials for general learning, playing and social development of the child.
* Provided special one-to-one assistance for non-native English speakers, to develop and correct grammar writing reading and speaking skills.

**(January 2017 – May 2017)**

**Worked as a Part-Time administrator at Salama Business Centre**

* Booked staff meetings and follow-ups whilst drafting meeting agendas and writing minutes.
* Managed the receptionist area, including greeting visitors and responding to requests for information.
* Served as central point of contact for all outside vendors and clients needing to gain access to the building.

**Activities & Achievements**

**SYFI Student Ambassador (Somali Youth for Integrity)**

* As a SYFI Student Ambassador, I was on the core panel of the “SYFI February Fundraising Finale Dinner” team. I oversaw transportation of all SOMSOC (Somali Societies) around the West Midlands to London. Booking the venue, organizing the event while also finding catering and performances was a part of my job requirement. The Finale showcased our hard work of fundraising as we raised £500,000 throughout the month of February. Here demonstrating my organization, leadership and administrative skills.

**Student Ambassador HCA (Huda Community Association)**

* I am also an ambassador for HCA (Huda Community Association). I was given the duties of project manager, organizing events and charity stalls to raise money for the homeless, elderly and sick. Tasks include, holding finances, communication with care homes/hostels and the hospitals and filling in paperwork and ethical evaluation sheets. Highlighting my analytical and problem-solving skills.

**Volunteer – Ethar Relief**

* Another commitment is working as a Volunteer for Ethar Relief. This consists of planning upcoming events while promoting them vigorously through social media and charitable functions. It was also essential to deal with telephone calls from previous or new donors to ensure their relationship with Ethar Relief is strong. Here, I used my team-working and communication skills.

**Specific Skills**

* Bilingual.
* Analytical, administrative and general organizational skills.
* Practical approach to problem solving, commercial awareness and the ability to resolve and analyze complex circumstances.
* Capability to work under pressure both independently or within group settings.

**References:** Upon Request