

# BUILQIS JAHAN

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## PERSONAL SUMMARY

A conscientious, driven and adaptable individual that flourishes in challenging environments. Analytical, inquisitive and detail orientated with a passion for problem solving. Able to work effectively in both a team setting and as an individual. A strong believer in hard work, perseverance and maintaining a dedicated mindset. Possesses a professional work ethic and a positive attitude and is always willing to go the extra mile to make a difference.

Currently a second year undergraduate at King's College, studying Chemistry.

## ACADEMIC

**September 2018 – Present** / King's College London

First year grade                      First Class (73%)

**September 2016 – June 2018** / *Oaklands Sixth Form*

A-Levels (A – B)                      Chemistry (A), Biology (B), Psychology (B)

**September 2011 – June 2016** / *Oaklands Secondary School*

GCSEs (A\* - B)

10 GCSEs including:

English Language, English Literature, Mathematics, iGCSE Biology, Physics and Chemistry

## FURTHER EDUCATION

**COVID-19 Contact Tracing** / *John Hopkins University, Coursera / Certificate obtained 2020*

- This online five-course specialisation covered Basics of COVID-19, Basics of Contact Tracing for COVID-19, Steps to Investigate Cases and Trace Their Contacts, Ethics of Contact Tracing and Technological Tools and Skills for Effective Communication

## EXTRA-CURRICULAR

**Work Ready Virtual Experience Programme** / *Certificate obtained on June 2020*

Participated in the open access Work Ready Virtual Experience Programme with InsideSherpa. Tasks completed:

- How to reframe your inner talk to build your resilience
- Using Covey's Circles of Concern to build resilience and protect wellbeing
- How to create a memorable first impression virtually
- Making the most of the virtual opportunities

## SKILLS

Microsoft Office proficiency, Punctuality, Multi-Tasking, Handling pressure, Problem Solving

## CAREER

**Administrative Assistant** / *Discovery Home, Spelman Street* / **November - January 2015**

- Book-keeping and scheduling
- Documentation of data
- Researching and creating case studies

**Administrative Assistant** / *Unite the Union, Holborn* / **July – September 2016**

- Providing administrative and clerical support
- Preparing and editing documents
- Tracking accounting information
- General administrative support and ad hoc tasks

- Fielding phone calls and taking messages
- Responding clearly and efficiently to emails

**Part-time tutor / First Class Learning Tuition Centre, Hollybush Gardens / November 2016 – December 2018**

- Teaches Chemistry, Biology, Maths and English to KS3 and KS4
- Records progress of each student and assesses regularly to address weaknesses and build on concepts
- Assigns work based on students' weaker aspects to help strengthen the area

**INTERESTS** Reading books, watching documentaries, studying, cooking, helping others with academic work, spending time with family and friends

**REFEREES** Available on request