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| **Curriculum Vitae** |

**Albert Allaraj**

**2 Mill Road,**

 **Saggart,**

 **Co.Dublin**

**Email:** albert.allaraj123@gmail.com **Mobile: 00353838277862**

**Personal Profile**

* I am a mature, dedicated and hardworking college student.
* I would like the opportunity to demonstrate my skills in a work environment.
* I am an honest, trustworthy, hard-working and friendly person with many skills and qualities, such as: communication skills, team-work skills, organisational and planning skills, problem solving, positive attitude, professional, and flexibility.
* I’m constantly looking to improve myself and look forward to new challenges.

**Skills and Qualities**

* Hard working and reliable
* Excellent written and verbal communication skills
* Outstanding interpersonal skills
* Responsible and diligent worker
* Superb time management skills
* Exceptional computer and I.T. skills
* Adaptability

**Employment History**

April 2020 - Present Roma Take Away, Saggart, Garters Lane

 Position Held:

Till and phone operator

Customer service and complaints

Ensuring cleanliness within the shop

 May 2023 (30,31) Arthur Cox Accelerate Programme

* Shadow day
* Involved with drafting documents in the property department

September 2018-2020 Chef and Sales Assistant Chopstix, Applegreen, Keating’s park, Rathcoole

 Position Held:

* Cooking dishes.
* Assisting customers and helped them with any queries.
* Supervising
* Till operator- processed sales and refunds.
* Managing cash for the till.

February 17th-28th 2020 Smarter Surfaces, 13 Garville Mews, Rathgar, Dublin 6

 Position Held:

Dealt with shipping queries, shipping issues.

Created Sample Packs of products

Booked collection with courier to pick up.

Accounting

**Education and Qualifications**

**2022-2025 Maynooth University**

 Law and Business

**2021-2022 Rathmines College of Further Education**

QQI Level 6 Advanced Certificate in Business

**2019-2020 Rathmines College of Further Education**

QQI Level 5 Completed

**2017-2019 St Aidan’s Community School, Brookfield, Tallaght**

Completed Leaving Certificate

**Interests**

* Football
* Gym
* Socialising with friends
* I have an avid interest in cars.
* I have a keen interest in clothing and fashion.