

MINA KHOSRAVI BAGHKALAYEH

CONTACT

Address: 104B church lane Manchester
M9 4NH

Phone: 07401777306

Email: mnkrv@yahoo.com

SKILLS

- Responsive design
- HTML
- CSS
- JavaScript
- Front and back end development
- Troubleshooting
- Programming languages
- GitHub
- Collaborative team player
- Comprehensive database understanding
- MongoDB
- SQL DB
- Node.js
- Python
- Software Development
- Technical Writing

LANGUAGES

Persian: Native language

English: C1
Advanced

German: B1
Intermediate

Turkish: C1
Advanced

PROFESSIONAL SUMMARY

Motivated recent graduate of CodeNation bootcamp prepared to contribute extraordinary and diversified skill sets as junior developer through innovative insights, acquired intelligence and dedication to career and business success. Looking for opportunity to growth and personal development. I enjoys working as part of a team. An excellent communicator with the ability to meet deadlines and quickly resolve issues.

WORK HISTORY

Office Manager, 03/2021 to 07/2021
Meadow Self Storage - Manchester

- Solved problems timely and effectively, ensuring customer satisfaction.
- Increased team productivity by reorganising office supplies and protocols.
- Developed standard operating procedures for all administrative employees.
- Tracked and recorded team expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- Managed costs and billing and resolved financial discrepancies effectively through organisational management of account information using CRMO software.

Computer Operator, 02/2016 to 03/2017
Iranian National Bank - Tehran/Iran

- Performed continuous checks on various data access types, such as user logins and file permissions.
- Ran various machines such as desktops, printers and sorters.
- Installed new hardware, software updates and security patches.
- Enabled workflow expansion, configuring new hardware products to improve service provision.
- Consulted via telephone to understand user problems, run through testing scripts and ask probing questions to locate root causes.

EDUCATION

Foundation Degree in Science: Software Engineering , Expected in 07/2023

Manchester Metropolitan University - Manchester

I have not start this course yet but I have received offer and course will be started at the end of September.

Master: Software developer, 07/2021
CodeNation - Manchester

Diploma of Higher Education: IT professional, 06/2020
Manchester College - Manchester

Cisco IT Essential: IT computing, 06/2019

