KIRAN ARORA

CURRICULAM VITAE

**Personal profile**

I am a hard working reliable individual who has excellent communications skills and customer service skills.

I have a clear understanding of task given and the need to be met on target and in time. I can cope under pressure, I am still looking to develop my skills in all categories and be given the opportunity to work on my own initiative and as part of a team. Leadership

**Key skills & Attributes**

Good verbal skills, Excellent communication skills ,Good spoken, manner Always open to new ideas and way to expand my skills, Reliable and honest, Time management Being assertive, Being creative and progressive ,Oral and written communication ,Teamwork and team management Multitasking ,Being professional , Organization and administration , Managing budgets, Stress management.

**Employment history**

**Interpreter DA Languages**

Languages Hindi Punjabi Urdu

1. **Convert concepts in the source language to equivalent concepts in the target language.**
2. **Compile information, such as technical terms.**
3. **Spoken fluently In Hindi Punjabi Urdu, and relay to English**
4. **Relay the style and tone of the original language**
5. **Manage work schedules to meet deadlines**
6. **Render spoken messages accurately, quickly, and clearly**
7. **I am currently working in the health sector and government sector social services and councils**

**simultaneous, consecutive, and whispered style**

**Harrisons catering ltd**

**Chef in a school kitchen DEC 12 -Nov 15**

Duties include

Handling the preparation of food

Preparing meals

Training staff

Ordering supplies Maintaining quality and hygiene

Planning menus

Managing kitchen budget

Enforcing health and safety regulations

Preserving food quality

Preparing meals to feed 300 plus children

**Southall College**

JUN-14 Level 2 in food and catering safety

**Traffic Marshal the Combined Service Providers ltd**

Duties include SEP-10- NOV-12

Controlling the flow of traffic

Cash handling

Public traffic controlling

Supervising car park

Supervising other traffic marshals

Controlling parking ticket sales

Interpretation for official managers

All the above have been done at various venues and events ( Wembley stadium, Olympic stadium Twickenham stadium o2 Arena

 **Letting agent**

 Parkfield estates, Kenton

 Duties include MAY-08 -SEP-09

Interpretation for lettings

Opening and closing

Finding properties

Finding landlord with properties

Dealing with clients

Dealing with estate agents

Filing paper work

Dealing with complaints and queries

Assisting with viewings

Credit checking

**Northwood hills public house, Northwood hills**

Waitress

Duties include FEB-08 -MAY-08

Serving customers

Cash handling

Complaint handling

Taking in orders

Waitress

Bar staff control

**Hawks bathroom ,Kenton**

Sales

Duties include JUL-07- JAN-08

Serving and advising customers

Ensuring goods ordered to the correct specifications

Data input

Taking in orders and checking if they were correct

Cash handling

Learning about bathroom design computer programme

Planning and designing bathrooms

**Sonny's lunch house**

Waitress

Duties Include SEP-04-MAY-05

Food preparation and cooking

Cash handling

Waitress

**Education**

Attended Villiers high school

Gcse

English GRADE A

Maths GRADE A

Business GRADE A

**References**

Available up on requestKiran Arora
146 East Acton Lane
Acton
W3 7EX
27/02/1990
0765113650

Personal profile
I am a hard working reliable individual who has excellent communications skills and customer service skills.
I have a clear understanding of task given and the need to be met on target and in time .I can cope under pressure, I am still looking
to develop my skills in all categories and be given the opportunity to work on my own initiative

Key skills & attributes

Good verbal skills
Excellent communication skills
Good telephone manner
Always open to new ideas and way to expand my skills
Reliable and honest

Employment history
Southall College JUN-14
Level 2 in food and catering safety

Traffic Marshal SEP-10- NOV-12
The Combined Service Providers ltd

Duties include
Controlling the flow of traffic
Cash handling
Public traffic controlling
Supervising car park
Supervising other traffic marshals
Controlling parking ticket sales

All the above have been done at various venues and events ( Wembley stadium, Olympic stadium Twickenham stadium o2 Arena

Letting agent
Parkfield estates, Kenton

Duties include MAY-08 -SEP-09

Opening and closing
Finding properties
Finding landlord with properties
Dealing with clients
Dealing with estate agents
Filing paper work
Dealing with complaints and queries
Assisting with viewings
Credit checking

Northwood hills public house, Northwood hills
Waitress

Duties include
FEB-08 -MAY-08
Serving customers
Cash handling
Complaint handling
Taking in orders
Waitress
Bar staff control

Hawks bathroom ,Kenton
Sales

Duties include
JUL-07- JAN-08

Serving and advising customers
Ensuring goods ordered to the correct specifications
Data input
Taking in orders and checking if they were correct
Cash handling
Learning about bathroom design computer programme
Planning and designing bathrooms

Sonny's lunch house
Waitress

Duties Include SEP-04-MAY-05

Food preparation
Cash handling
Waitress
Cooking

Education
Attended Villiers high school

References
Available up on request