

AFIYA RAHAMAN

Milton Keynes, UK

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Profile

BSc Business Computing graduate with a unique blend of accounting expertise and programming proficiency. Developed strong analytical skills through accounting studies while gaining hands-on experience in programming. Eager to apply my knowledge and adaptability to enhance team efficiency and drive innovation, contributing effectively to organisational success.

Key Skills

- Accomplished communication skills, both written and verbal.
- Ability to work independently and as a Team.
- Ability to take the initiative and work well under pressure, ensuring deadlines are met.
- Leadership skills to guide and bring everyone together.
- Attention to detail and self-motivation.
- Basic Accounting Knowledge.
- Knowledge in Programming Languages such as HTML, SQL, Python, CSS, C++, PHP & JavaScript.

Experience

Café Assistant & IT Administrator at Lilly Café, Milton Keynes (Part-time)

(2022- present)

- Greet and serve customers with a friendly and professional attitude.
- Process orders using EPOS and handle payments efficiently.
- Respond to customer inquiries and resolve issues or complaints promptly.
- Prepare purchase orders and ensure timely restocking of café supplies.
- Collaborate effectively with team members to ensure smooth daily operations.
- Manage the café's social media presence by creating engaging content and interacting with customers online to boost brand visibility.
- Complete end-of-day (EOD) reconciliation accurately.
- Investigate and resolve IT system issues, including POS and BrightHR.
- Manage POS user accounts and configure system settings.
- Conduct new employee onboarding by adding profiles to BrightHR and maintaining HR documentation.
- Prepare and organise payroll information accurately.
- Assist with risk assessments and record findings in BrightHR to ensure compliance with workplace safety standards.

Projects

- **Dissertation Project: Development of a Personal Finance Management Tool (BudgetWise)**

Undertaking a dissertation project as part of my BSc Business Computing degree at the University of Northampton. The project focuses on developing BudgetWise, a user-friendly web-based platform that helps individuals track expenses, set budgets, and manage their finances effectively.

- Key functionalities include expense tracking, budget management, and financial reporting to provide insights into spending patterns and support informed decision-making.
- Full-stack development using **SQL, PHP, HTML, JavaScript, and CSS**, ensuring secure data handling and optimal system performance.
- Conducted user research and usability testing to refine the tool based on real user feedback.
- Enhanced expertise in **software development, database management, and user experience (UX) design** through this project.

- **Portfolio Website**

Designed and developed a personal portfolio website using **HTML and CSS**, highlighting my projects and skills.

- **School Attendance Tracking System and Parent Notification App**

Part of the testing team for a school attendance tracking system and a parent notification app (iOS and Android).

- Ensured seamless functionality of features such as notifications for absences, late arrivals, fee status, upcoming events, and exam grades.

- **Mental Health Portfolio Website**

Designed and implemented a mental health awareness website using HTML, CSS, and JavaScript, aimed at providing valuable information and resources.

- **Electronic-Themed Web Application**

Developed a web application with an electronic theme using **PHP** and a **MySQL database**, ensuring smooth data management and user interaction.

- **Travel and Adventure Booking Platform (Database Management System)**

Designed and implemented a comprehensive database management system for a travel and adventure booking platform.

- Utilised **SQL and PL/SQL** with relational database concepts to ensure efficient data organisation and retrieval.

Software Knowledge

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Tableau
- Microsoft Visual Studio
- MySQL
- Jupyter
- NetSuite (Basic)

Education

BSc Business Computing at the University of Northampton, UK

(2022- 2025)

- Problem Solving & Programming
- Digital Footprint
- Computer Systems
- Software Engineering Fundamentals
- Group project
- Business Intelligence
- IT Project Management
- Database Design & Development
- Website Design
- Web Programming & Development
- Object Relational Database
- Web programming
- Modern Databases
- Cybersecurity and Cryptography

AAT Level 2 – Award in Bookkeeping

(2024-2025)

- Manual and Digital Bookkeeping Systems
- Principles of Double-Entry Bookkeeping
- Processing Supplier Invoices and Daybook Entries
- Processing Transactions in the Cash Book and Petty Cash Book
- Processing Recurring Entries
- Totalling and Balancing Ledger Accounts
- Using control accounts
- Extracting a trial balance

AAT Level 1 – Award in Bookkeeping

(2023-2024)

- Role of the Bookkeeper
- Bookkeeping Terminology
- Documents Used in Buying & Selling
- Recording Financial Transactions
- The Dual Effect of Transactions
- The Cashbook and Bank Statements
- Use of Accounting Software

JavaScript Training at CROMA Learning Campus

(2023-2024)

- JavaScript Basics – Syntax, Statements, Expressions, etc.
- JavaScript Core - Objects & Arrays, Jason, Functions, etc.
- Language Fundamentals – Variables, Numbers & Strings, Operators, etc.
- Conditionals & Loops – if, else if conditions, Switch/Case, for Loop Syntax, etc.
- Async Programming – Promises, Async/Await, etc.

A Level at Barakah Pre-University College, Mangalore – 93.5 %

(2021-22)

- English - 81%
- Computer Science (HTML, SQL, C++, etc) 99%
- Accountancy (Journal Entries, Profit & Loss, Balance Sheet, etc) – 98%
- Business Studies – 98%
- Economics – 94%
- Hindi – 91%

GCSE at Noble High School, Mangalore – 75.6%

(2020)

Achievements

- Class Leader – 2020 to 2022
- College Head Girl – 2021-22
- Best Student Award - 2021
- College Tech Club Secretary - 202
- School Cultural Secretary – 2017
- School Sports Secretary – 2018

Hobbies & Interests

- Stay updated on technology advancements through YouTube videos and technology blogs.
- Enjoy traveling to new places and exploring natural beauty.
- Passionate about sharing knowledge with others and actively engaging in community activities.
- Enthusiastic about cooking and gardening.

References

References are available on request.