

This CV is designed to cover two pages.

Make sure you give an address where you can be contacted easily. You do not need to give your home country address.

NAVJOT SINGH

Use your name as the heading. There is no need to write CURRICULUM VITAE.

Address 41 Main Street, Loughborough, Leicestershire, LE11 5TO
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Nationality Indian

Work Permission Eligible to apply for permission to work for 3 years under Tier 2 general upon receipt of a graduate job offer from a Tier 2 employer sponsor.

This shows an employer how you could get work permission. You must check the current status of immigration schemes at the time of application as the rules often change.

Give dates, title of degree course and location. Employers are looking for the skills you have gained through project work/ dissertations as well as academic knowledge.

EDUCATION

2013 – 2014 MSc Banking and Finance, Loughborough University
Class expected: Distinction

Modules studied include: Financial Marketing, Accounting, Banking Systems.

Project: My group project involved analysing data from the Customer Services Department of a large High Street Bank and drawing up a plan for a more cost-effective process, complete with an enquiry tracking facility. We each investigated other systems already in use and, through regular meetings, established the one which most suited our client's needs. Subsequent trials showed that this system was most appropriate and has now been adopted by the Bank.

Summarise your subject area - make sure you list those modules relevant to the post for which you are applying. For your dissertation or project describe the process of working in a group project without too much detailed content.

List previous qualifications including the UK equivalent. This might include a degree in your home country, or A level equivalents taken to gain entry to university. Ask at the Student Enquiry Office in Admin. 2 for information about how your results compare with those of the UK.

2008 – 2012 BEng Mechanical Engineering, Delhi University, India

Result: 65% (equivalent to UK 2:1)

Modules studied include: Design and Manufacture, Design of Machine Elements, CAD/CAM. Engineering Business and Communication, Business Management, Computing and Mathematics.

Project Work: My final-year group Total Product Design Project, sponsored by SHELL International was to design a 'rapid fill' car petrol tank with the aim of minimising safe filling-time and increasing garage throughput. I developed good teamwork skills on this project, acting as co-ordinator and drawing up the project plan required to complete the project successfully and on time.

2005 – 2008 International Baccalaureate – Pathways World School, New Delhi

(Equivalent to 'A' level standard) 32 points scored for subjects including: Physics, Maths and English.

WORK EXPERIENCE

2012 – 2013 Brook Bond Lipton, New Delhi – Trainee Manager

Responsibilities included:

- Liaison between Production, Process and Sales Managers
- Management of team of 50 production line workers in line with government health and safety legislation
- Cost assessment of new systems
- Project management

Achievements:

- Researched, designed and implemented new induction programmes for new staff
- Established an audit system for the refrigerated storage

Summers 2009/10 Ranatunga Parts, New Delhi, Sales Representative (Vacation Placement)

Responsibilities included:

- Member of customer service centre team
- Promoted into 2nd year to mobile sales team
- Face-to-face sales of automotive parts to both retail and industrial sectors

Achievements:

- Gained knowledge of 1000 automotive parts/prices from three suppliers in three months.
- Created and project managed installation of tailor-made computerised product classification catalogue that increased sales efficiency by 11%.

Give dates, the employer's name and key duties you performed. Highlight examples of the skills you gained and what responsibilities you had. Try and match the skills the employer wants to those you have gained in employment. You must provide evidence to support what you say about your skills. Remember to use the same chronological order in all sections.

This is an opportunity to identify those skills the employer is seeking and show how your experience matches their requirements. All these skills are often wanted by employers.

SKILLS AND EXPERIENCE PROFILE

Adaptability: I have demonstrated my ability to integrate in different cultures by playing a full role in the student life at Loughborough University. I am a member of the Student Media Centre which runs Loughborough Campus Radio and also play badminton for my course.

Teamworking: As a member of the graduate management team at Brook Bond Lipton, responsible for the health, safety and training of new staff, I introduced the practice of short weekly meetings with representatives from other departments to share information. I learned the importance of enabling all employers to achieve their best by developing an induction programme for new production line colleagues.

Commercial Awareness: My experience as a sales representative at Ranatunga Parts has ensured that I have developed a good understanding of the nature of the engineering business. Realising that sales were being slowed by staff not having comprehensive knowledge of the manufacturing products they were selling, I created and installed a tailor-made computerised product catalogue which led to an 11% increase in sales in just 3 months.

Manufacturing Knowledge: I offer first-hand experience of the production plant and manufacturing lines through my management work at Brook Bond Lipton in New Delhi. This taught me to quality assure manufacturing processes according to government standards and gave me insight into production processes from design conception through to the point of sales.

Communication: I am fluent in both written and spoken English, Hindi and Urdu. I can communicate with all levels of seniority, from managers to production line workers from my job at Brook Bond Lipton. I am also confident at using 'engineering jargon' from my liaison with production, control and process colleagues in the manufacturing plant. This also taught me how to negotiate and network between teams of different sizes according to strict deadlines. Written communication skills have been developed through writing production and sales reports in India, academic essays and group presentations at University.

Give specifics (eg job title/name of company you worked at) and measurable achievements (eg any increases in efficiency or targets you might have met or exceeded).

INTERESTS AND ACTIVITIES

- Committee Member of the International Students Association at Loughborough. I help to organise and publicise the International Day held annually for 3000 visitors from the University and local community.
- Member of Loughborough Students' Union Media Centre. I organise programmes for Indian students, based around music and current issues.
- English Language coach for 11 – 16-year-old students in New Delhi.

Don't just list your activities – give some indication of what you achieved or any positions of responsibility you have had.

REFEREES

Rajid Ghandi
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India
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*If space is limited write **References available on request.***

You will need to use two referees. One should be an academic referee, preferably from your current degree course. The other referee could be someone for whom you have worked, or who knows you in a professional capacity. Make sure you ask permission to use someone as a referee, let them have a copy of your CV and tell them what you are applying for so they can write an effective and relevant reference.