

## Sapna Saini

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<http://UK.linkedin.com/pub/yourlinkedinprofile>

### Profile

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- Level 2 Finance & Accounting currently on target for achieving 2:1
- Experience gained through an internship in an accounting firm
- Knowledge of Sage, Clearly Bookkeeping, Bloomberg and DataStream acquired through internship and independent study at university
- Proficient user of all Microsoft Office applications including Word, Excel, Access, PowerPoint and Outlook

### Education

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**Brunel University London**

**2015 - 2018**

**BSc (Hons) Finance & Accounting (predicted 2:1)**

Core subjects include Financial and Management Accounting  
Modules include Corporate Finance & Investment, Financial Markets and Financial Statement Analysis, Management Accounting and Financial Engineering

**Wembley High School, Wembley**

**2009 - 2015**

A-levels in Business Studies (B), Economics (C), Sociology (D)  
10 GCSEs at grade A – C including Maths and English

### Experience

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**Intern at SRS Accounting, Wembley**

**07/2015**

- Organised four weeks' work experience reporting directly to the Chief Accountant
- Developed an Access database for storage of client information and recording of payments and identification of debtors
- Assisted in preparation of tax calculations and VAT returns, utilising aptitude for numerical work and eye for accurate detail
- Investigated the major accountancy qualifications through discussions with SRS staff and clients in order to help refine career choices

**Voluntary Fundraiser, Golowan Youth Group (YG), Wembley**

**10/2015 - present**

- As Fundraising Team Leader developed strong motivational skills through encouraging the team to meet targets
- Boosted coaching and mentoring abilities through organising activities for the teenagers in the group
- Achieved the target of £3500 used to provide social and recreational activities to enrich the lives of young people experiencing deprivation

**Foreign Exchange Cashier, American Express, Heathrow**

**10/2015 - present**

- Working part time within the foreign exchange market, have developed expertise in dealing with electronic methods of payment and a sharp eye for compliance with regulations and security awareness
- Coping with long shifts whilst delivering an excellent standard of customer service to a wide range of overseas customers has encouraged resilience and ability to concentrate for long periods
- Have become adept at introducing new products and services to customers, with a high success rate in meeting up-selling targets. Received Employee of the Month award on three separate occasions in 2010/11

**Sales Assistant, IKEA, Wembley**

**07/2015 - 09/2015**

- Contributed a high level of competence and professionalism through quickly developing advanced product knowledge whilst carrying out core duties
- Handled complaints and dealt efficiently with refunds/replacements which gave me the opportunity to build up high levels of customer satisfaction

**Other Skills**

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- Effective team worker able to fit easily into existing working groups and build quick rapport with business clients
- Persistent and results driven in dealing with problems and projects
- Sharp analytical skills enhanced through finance related research projects completed at university

**Positions of Responsibility & Achievements**

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- Active member of Brunel Entrepreneurial Foundation, attending talks and presentations by guest speakers invited onto campus
- As Ambassador for Brunel University conduct seminars and presentations at various schools to promote Higher Education for post – 16 pupils
- Fully qualified Open Water scuba diver and cricket player in a local Sunday League