

Rishi Sood

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EDUCATION

Keele University

- Studied BSc Accounting and Finance. (2016 – 2019)

The Heathland School

- A-Levels: English, History, IT
- GCSEs: 10 Grade A – C, including English Language (B), Maths (B) and History (A)

WORK EXPERIENCE

Sales Advisor at British Heart Foundation Furniture Store (November 2013 – June 2014)

- Main area of my work was to be on the shop floor helping customers. This in turn helped with my speaking skills as I was interacting with customers throughout the whole day. This also gave me a strong understanding of the skills required to work within retail services.
- Another area of work was working in the storage room in which I had to log each piece of furniture. Working in the storage room helped me improve my team-working skills as there were around 3-4 people in the room at the same time, in which we co-ordinated with each other in order to finish the job quickly and smoothly.
- The last area of work I had to do in my role as sales adviser was working behind the till. This was arguably the most challenging thing for me as it was something I had never done before, despite this, I strived in this role and it helped me improve my problem solving skills.

Cricket Coach at Indian Gymkhana Cricket Club (June 2015 – Present)

Every summer I coach at Indian Gymkhana Cricket Club as part of their summer camps which run for 6 weeks.

Some of my responsibilities included:

- Provide coaching in the three core skills of batting, bowling, and fielding.
- Created Session plans which the coaches followed when providing the coaching.
- Update the risk assessments in case of any emergencies that could occur.

Work Experience at Lovell Chohan Solicitors (November 2019 – December 2019)

- Working with the accounts department to make sure that their end of year accounts was completed and ensuring that every solicitor had added their correspondence and billables to LEAP.
- Helping the solicitors by creating trial bundles for different cases that would be used in court by the barristers as well as time recording all the correspondence for each case in order for the solicitors to get paid.
- General administrative duties such as filing and sitting at the reception desk when required.

EXTRA-CURRICULAR/SKILLS

- Playing Competitive Cricket since the age of 10
- Accounting and Finance Society, Keele Uni Cricket Club, Pool Society

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- Elected Secretary of Keele Uni Cricket Club for year 2017/18. Elected Club Captain for year 2018/19. Elected Treasurer for Keele University Pool Society 2018/19.
- IT Skills: Word/Excel/PowerPoint (Expert), Stata (Intermediate)
- Languages: English (Fluent), Hindi (Basic), French (Basic)