



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

Module: Employability and Career Development

Module code: LCLM 4005

Module Leader: Olubukola Adegbite

Module lecturer: Masud Ibrahim

Assignment Title: Job interview

Student name: Mihai Voinescu

Student ID: 2026918

Module: Employability and Career Development

CV

Student name: Mihai Voinescu Student ID: 2026918

CV

Mihai Voinescu
Business Analyst

Mihai Voinescu

07898794290

voinescumihai@yahoo.com

A dedicated professional with a diverse background in various industries, currently pursuing Level 4 in Business Skills for the Workplace from University of Wales Trinity Saint David. Seeking to leverage analytical skills and business knowledge to break into a career as a Business Analyst.

Skills

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- Strong analytical skills, able to work with large data sets
 - Excellent problem solving abilities
 - Effective communication abilities, with the ability to present complex information in a plain and concise manner
 - Proven capacity to work independently and collaboratively
 - Good command over both English and Romanian languages.
 - Knowledgeable of business operations, procedures, and strategies

Experience

Quest Employment, Amazon, Packer, Tyseley Oct 2020 – Jan 2023

Efficient operations were ensured through the coordination and execution of tasks.

Conducted comprehensive examinations of merchandise to ensure adherence to rigorous quality control protocols.

The inventory was tracked and managed, while ensuring that the stock levels were maintained at an optimal level.

Exhibited proficient aptitude in identifying and addressing problems through effective reporting and resolution techniques.

Hermes, Rugby Sep 2017 – Aug 2020

Demonstrated proficient organisational and multitasking skills while executing a diverse array of responsibilities.
Achieved optimal customer satisfaction by utilising efficient communication and timely resolution of issues.

Ice Express Car Wash Ltd, Hand car washer, Birmingham Oct 2016 – Aug 2017

Acted as the primary liaison for customers, proficiently communicating information regarding services and procedures.
Oversaw equipment maintenance and facility cleanliness management.
Maintained rigorous compliance with organisational policies and protocols.

Butcher, Germany June 2016 – Oct 2016

Strict compliance with food safety regulations and shop standards was ensured.
Exhibited exceptional customer service abilities by providing guidance to customers and ensuring that displays are consistently replenished with fresh stocks.

Education and Training

University of Wales Trinity Saint David Sept 2022 – Present

- Studying for Level 4 in Business Skills for the Workplace (part-time)

Certifications

Certified Business Analysis Professional (CBAP) – International Institute of Business Analysis
Certified Scrum Master (CSM) – Scrum Alliance

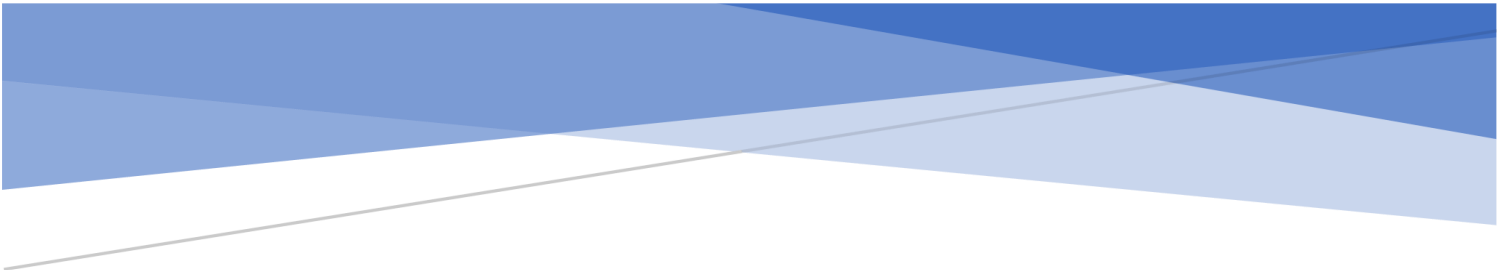
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Hobbies and Interests

Visiting various nations, acquiring knowledge about distinct cultures and commercial methodologies.

References

Available upon request



Module: Employability and Career Development

Job advertisement

Student name: Mihai Voinescu Student ID: 2026918

Job Advertisement

About ABC International:

Position: Business Analyst

Company: ABC International

ABC International is a prominent entity in the financial services sector, known for its innovative approach and exceptional service delivery. The team of professionals supporting our commitment to excellence is motivated by the goal of adding value and improving the client experience.

Location: London, United Kingdom

Job Description

A Business Analyst position is available and we are actively searching for a candidate who possesses exceptional skills and is adaptable to change. The individual who is selected for the position will have the duty of assessing business procedures, predicting needs, identifying opportunities for enhancement, and creating and executing remedies.

Key Responsibilities

Conducting in-depth analyses of business processes and identifying opportunities for improvement.

Performing requirements analysis.

Effectively communicating your insights and plans to cross-functional team members and management.

Gathering critical information from meetings with various stakeholders and producing useful reports.

Working closely with clients, technicians, and managerial staff.

Prioritizing initiatives based on business needs and requirements.

Monitoring deliverables and ensuring timely completion of projects.

#Qualifications and Skills:

Bachelor's degree in business or related field or an MBA.

A minimum of 2 years' experience in business analysis or a related field.

Exceptional analytical and conceptual thinking skills.

Advanced technical skills and experience using data analysis tools and software.

Excellent planning, organizational, and time management skills.

Strong documentation skills.

Fundamental analytical and conceptual thinking skills.

Experience creating detailed reports and giving presentations.

Excellent communication skills, both verbal and written.

A track record of following through on commitments.

How to Apply

Interested candidates who meet the above criteria are invited to submit their CV and cover letter to hr@abcinternational.com. Please use the subject line "Application for Business Analyst Position" in your email.

ABC International is an equal opportunity employer and welcomes applications from all qualified candidates.

**Application Deadline: 30th June
2023**

For more information about ABC International, please visit www.abcinternational.com.



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COVER LETTER

Student name: Mihai Voinescu Student ID: 2026918

Mihai Voinescu
Business Analyst

Mihai Voinescu

voinescumihai@yahoo.com

9 June,2023.

ABC

CEO, XYZ Company

123 Address St

Anytown, ST 12345

Dear Sir/Madam

I am writing to express my interest in the Business Analyst position advertised on your company's website. I am currently pursuing a Level 4 in Business Skills for the Workplace from the University of Wales Trinity Saint David, and with my background in diverse sectors, I am confident in my ability to bring valuable insights and deliver exceptional results.

In my previous roles at Quest Employment and Hermes, I honed my problem-solving and analytical skills, successfully dealing with complex situations, and effectively communicating with team members and customers. I developed a strong work ethic, learned to adapt quickly, and demonstrated my ability to work independently and as part of a team.

As a hand car washer at Ice Express Car Wash Ltd, I managed the maintenance of equipment, ensured cleanliness of the facility, and maintained high customer satisfaction. I also gained valuable experience adhering strictly to company policies and procedures. In my position as a butcher in Germany, I ensured strict compliance with food safety regulations and shop standards. It strengthened my attention to detail and affirmed my commitment to delivering high-quality service.

My diverse background has equipped me with a unique perspective and a versatile skill set. I am confident that I can leverage these skills in a Business Analyst role, providing valuable data-driven insights and contributing to the strategic decision-making process.

I am highly motivated, ready for new challenges, and I am certain that I can bring significant value to your team I am enthusiastic about the prospect of engaging in a discussion regarding how my background, skills, and enthusiasm align with the requirements of this position, rendering me a highly suitable candidate. Thank you for considering my application. contribution to your team. I am eager to engage in further conversation with you regarding my prospective value addition to your team.

Best regards,

Mihai Voinescu

07898794290

voinescumihai@yahoo.com