

# ENES GYUNAYDAN

Stoke-on-Trent, UK | 07459 898985 | enesgnaydn@hotmail.com

Right to work in the UK | Flexible availability

## PROFILE

Motivated and reliable individual with experience in customer service, administration, and professional workplace environments. Highly organised, adaptable, and confident communicating with a wide range of people. Strong IT, creative, programming, and data-focused skills with excellent attention to detail and a positive attitude toward learning new systems, technologies, and responsibilities.

## KEY SKILLS

- Customer service and client communication
- Administrative support and document handling
- Strong organisation and time management
- Attention to detail and accuracy
- IT skills: Microsoft Outlook, Word, Excel
- Creative software: Adobe Photoshop, Illustrator, Lightroom
- Programming: HTML & CSS (High proficiency), Lua (High proficiency), Python (Good proficiency)
- AI fundamentals training
- GDPR and data protection training
- Networking fundamentals training
- Data handling and data management training
- Cybersecurity fundamentals training
- Professional telephone and face-to-face communication
- Teamwork, reliability, and adaptability

## EXPERIENCE

### **ASDA – Retail Assistant | 2024 – 2025 (4 months)**

- Delivered friendly and efficient customer service in a busy environment
- Handled cash and card payments accurately
- Assisted customers with enquiries and issue resolution
- Maintained clean and organised front-of-house areas
- Supported team members during peak periods

### **Future Connect Recruitment – Finance Assistant Intern (Work Placement) | Mar 2022 – Apr 2022**

- Supported administrative and documentation processes
- Maintained accurate records and handled sensitive data confidentially
- Liaised with internal teams and external contacts
- Demonstrated strong attention to detail, compliance awareness, and data handling

### **Bennetts Car Parts – Warehouse Assistant (Work Experience) | Jan 2022 – Feb 2022**

- Organised stock and assisted with order preparation
- Maintained clean and safe working environments
- Followed procedures and supported team operations

## EDUCATION

BSc (Hons) Software Development – Staffordshire University | 2025 – Present

Access to HE Diploma – Computing (Level 3) – Waltham Forest College | 2024 – 2025

Level 2 Diploma in Digital Media – Waltham Forest College | 2023 – 2024

BTEC Level 2 First Extended Certificate in IT – Waltham Forest College | 2022 – 2023

## ADDITIONAL INFORMATION

Technical & Compliance Training: AI fundamentals, GDPR compliance, networking fundamentals, data handling & management, cybersecurity fundamentals

Languages: Turkish (Native), English (Fluent)

Strengths: Reliable, organised, proactive, analytical, quick learner