

Fokhruzzaman Wildhan

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Education

University of Arts London (LCC) **London** **2021-Present**

- Studying Graphic Branding & Identity.
- Exploring various graphic design concepts in Contextual & Theoretical Studies
- Design different brand logos, assets and content.
- Use hands on, virtual and CNC equipment to make product models.
- Participating in societies like the Islamic society.

Stepney Green Sixth Form **London** **2019-2021**

- A-Level subjects- Graphic Design, Product Design & Maths. (Grades AAC)
- Geography as an AS Subject- completed A level coursework and visited Minehead & Porlock Bay, where I studied the beach profile, filled in risk assessments and completed various graphs & surveys for reliable data. Acquired a Grade B.
- Had my graphics work put up on showcase in The Pavilion art gallery for the public to view.
- Participated in an design & architecture events throughout the course.

Bow school **London** **2014-19**

- GCSE Results: Grade 7 (A) for Maths, Physics and Biology.
- Grade 6 (B) for English Language and Literature, Geography, Design Technology, Chemistry.
- School prefect, nominated by students and teachers. Held meetings and made decisions, impacting the entire school.
- Jack Petchey award recipient for academic excellence and strong community involvement.
- Form ambassador/School council for 3 years in a row- Discussed the form class's complaints with the Senior Leadership Team.
- Senior mentor to lower year students, helping them cope with tough situations like heavy workload and relationships with peers.
- UK representative- taken to France to commemorate the memorial of the World War II. Interviewed live on air by BBC 1, discussing the history of local British soldiers.
- Sports leadership award receiver level 1- learned to plan, teach and run a successful lesson.
- Rothschild Mentoring Program participant.

Work & Employment

Angel Recovery

Finance Administrator

London

2022-Present

- General bookkeeping.
- Creating invoices, proformas and credit notes.
- Updating excel sheets with relevant data.
- Responding to queries via email.
- Pricing up quotes for potential customers.
- Assisting customers and other companies over the phone.

E3 Edits

Freelance Graphic Designer

London

2020-Present

- Design logos, business cards, leaflets and social media advertisements using software like Adobe Illustrator, Photoshop and Blender.
- Using drawings and/ quick digital designs to provide the client with various initial ideas.
- Supply my client with compressed PDF's and other required files varying from JPEGs to PSD's.
- Communicate with my client at an appropriate level, making sure the result is not only acceptable but impressive.
- Use industry standard trade printers to supply client their product.

Print Room E3 + Partiloons

Graphic Designer, Print Finisher & Balloon Artist

London

2021-2022

- Design menus, banners, business cards, etc.
- Using the industry standard machinery to print large banners, vinyl stickers, etc.
- Saving files in correct formats depending on its primary use, e.g., EPS files for vinyl cut-outs.
- Using the guillotine and heated laminator on business cards, frames and other printouts.
- Communicate with my clients in person to make appropriate design changes.
- Press printed out designs onto t-shirts and jumpers.
- Greet customers and recommend different products & packages.
- Inflate helium balloons, prepare bunches and bag items.
- Registering future jobs on google calendar with information from WordPress WooCommerce.

Angel Recovery

Breakdown Recovery Operative/Controller

London

2019-2021

- Accept/Reject jobs requested from private customers and contractors. Quoting them if needed.
- Distributing jobs to the drivers I manage during my shift, constantly keeping track of everything
- Informing customers with ETA times and updating contractors with relevant information after jobs are completed.
- Often taking the Tyre controllers' role in addition to mine due to the lack of staff available.
- Carrying out regular checks and protocol making sure that the companies' data is up to date.
- Reassuring and/ calming customers who may be upset/agitated/aggressive.

Work Experience & extracurricular activities

Society Links

London 2018

- Administration assistant for youth centre.
- Assisted unemployed elders in job searching, according to their specific needs.
- Research activity places for the youth centre members can visit, whilst maintaining a budget.
- Created slides and posters that advertised trips and events for locals.
- Surfed online for sustainable office equipment and machinery, e.g. commercial printer.

Duke of Edinburgh

Silver award recipient

London, Cheshunt 2017-18

- Volunteered for 6 months, physical activity for 3 months & skill enhancing for 6 months.
- Volunteered in a Taekwondo academy supervising children and young teenagers (aged 10-16)
- Enhanced my fitness by going to swimming sessions regularly for 3 months+.
- Worked with secondary school students and assist in teaching GCSE subjects
- Ventured in a three day camping & orienteering challenge, carrying all our gear and preparing our own meals

Bronze award recipient

London, Briton 2016-17

- Volunteered for 6 months, physical activity for 3 months & skill enhancing for 3 months.
- Volunteered in a Saturday school for children (aged 7-10) for over 240 hours in half a year, teaching, observing and feeding them.
- Focused on the skills requirement for three months by participating in a creative school club.
- Took part in a two day (32km) hike, similar to the silver award challenge.

NCS (National Citizenship Service) Program

London & Marlow 2019

- Pitched our own tents and organised our personal necessities independently.
- Visited a care home for the disabled elderly and organised a sports day where we provided the attendees with fun sports activities which they usually do not get the opportunity to play.
- Ran a small charity which helped purchase sports equipment, that could be used to keep the elderly fit and joyful in the future.
- Resided in the UEL en suites, whilst cooking for and managing ourselves independently.
- Completed surveys by communicating with members of the public, reviewing their opinion on local crime rates and concerns.
- Presented a cyberbullying presentation, took part in public speaking sessions and worked through confidence building exercises.
- Participated in various teambuilding activities including raft building, canoeing, crate lifting, assault courses etc.
- Project managing demanded that I lead the group in activities and budget when planning meals (with dietary requirements).