

www.winning-pitch.co.uk

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Kiran Idris

TEAM ADMIN ASSISTANT
k.idris@winning-pitch.co.uk

Kiran Idris joined Winning Pitch in October 2007 to take up a new position as Team Admin Assistant.

Kiran is a confident user of the Microsoft Office Suite, Word, Publisher, Powerpoint and Excel and is familiar with several design and web packages. Whilst at school Kiran gained a GNVQ in ICT which proves her competence in this area. During 2007 she attended the Manchester Skills Solutions 4 week Programme-led Pathway, where she gained her Certificate in Business Administration.

Working within the Winning Pitch admin team, Kiran takes a leading role in event admin and record keeping and works along side the consultancy team in preparing for the Winning Business Academy programmes.

Kiran has recently completed a Business Administration NVO Level 2. This has helped her to develop and demonstrate her skills in managing company information and securing her position as a valued member of our team.

Kiran is also now part of the team that keeps the Winning Pitch website up to date, using her newly acquired skills to upload vital information and to keep the ever changing content live and up to date with current news.

SKILLS & SERVICES

Creating and summarising critical business information

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Communicating and contributing to business procedures

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Understanding the importance of teamwork and working effectively with other people

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Managing event and booking diaries

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Storing, retrieving and archiving information

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Use of business software

Kiran has recently completed an
NVO in Business Administration
Level 2



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