

SANJEEV RANA

IT Systems and Operations | AAT Qualified (Distinction) | Nottingham
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PROFESSIONAL SUMMARY

I have spent the last 20 years working across IT, business operations and, more recently, studying accountancy. For over a decade I managed IT for a 60-person business operating across four countries, taking on responsibility for infrastructure, systems and procurement after starting in a basic admin role. Before that I owned and managed five coffee shops, employing around 30 people, handling payroll, suppliers, and everything else that comes with running a multi-site operation. I recently completed AAT Level 2 and Level 3 Accounting, both at Distinction, while caring full-time for a family member with advanced late-stage dementia and keeping myself financially independent. I am looking for a role where a broad, practical skillset is genuinely useful, whether that is in IT, finance, operations, or somewhere across all three.

CORE COMPETENCIES

IT Systems	Microsoft 365, vTiger CRM, Net2Phone VoIP, Cisco networking, Adobe Creative Suite, cPanel web hosting, Linux OS, remote infrastructure management
Finance and Accounting	AAT Level 2 and 3 (Distinction) including double-entry bookkeeping, management accounts, VAT, payroll principles, financial statements
Operations	Payroll for 30+ staff, supplier procurement, hardware and software lifecycle management, multi-site communications, data handling
Business Leadership	P&L ownership, cash flow management, staff recruitment and scheduling, regulatory compliance, supplier negotiation
Developing Skills	Prompt engineering, AI workflow tools (Anthropic Academy), Python basics in progress

PROFESSIONAL EXPERIENCE

IT Manager and Systems Administrator

2011 to Aug 2024

Confidential B2B Lead Generation and Marketing Agency UK, Greece, Spain, Portugal, Bulgaria (remote and multi-site)

- Ran IT for a 60-person business across four countries, covering everything from day-to-day support to infrastructure decisions. Started in an admin role and moved into full IT ownership after senior leadership recognised my ability.
- Managed the Microsoft 365 tenant across all sites, including Teams, SharePoint and Exchange. Also administered vTiger CRM, which the whole business relied on for sales data and workflow.
- Set up and maintained Cisco networking hardware and the Net2Phone VoIP system across all international offices.
- Handled hardware and software purchasing, managed supplier relationships, and kept IT spend under control.
- Maintained web hosting environments using cPanel, supported WordPress sites, and looked after Linux workstations.
- Left when the business was acquired and the new owners brought their own technical team in.

Self-Employed Taxi Driver

Sep 2024 to May 2025

Self-Employed Nottingham

- Drove taxis to support myself financially while providing full-time care for my grandmother, who had advanced dementia, and completing AAT study.
- Handled my own scheduling, licensing compliance and vehicle upkeep throughout this period.

Owner and Managing Director

2004 to 2009

Independent Coffee Shop Group (5 sites) Nottingham

- Bought my first coffee shop at 20 and expanded to five sites within three months. Funded through a bank loan and personal capital.
- Employed between 25 and 30 staff across all five locations. Responsible for hiring, training, rotas and payroll. Never missed a payroll date across the full six years.
- Ran the full P&L for all sites: cash flow, food hygiene compliance, stock control, supplier relationships and day-to-day operations.
- In 2009, my lender was required by the government to conduct external risk assessments across its loan book. The assessors flagged my age and limited business history and recalled the loan. I sold the sites to repay it. The business was profitable and trading well at the time.

Sales and Administration Executive

2001 to 2003

Pharmaceutical Wholesaler Nottingham

- Handled sales correspondence, order processing and general admin in a regulated environment.
- This was my first office role and where I developed the habits around data accuracy and professional communication that I have carried through everything since.

EDUCATION AND QUALIFICATIONS

Qualification	Awarding Body	Year / Grade
AAT Level 3 Accounting	Association of Accounting Technicians	2026 Distinction
AAT Level 2 Accounting	Association of Accounting Technicians	2025 Distinction
Functional Skills English	Level 2 (GCSE equivalent)	2026 Pass
AI Certifications	Anthropic Academy (in progress)	2026
GCSEs x4	Maths, IT, French, German	2001

ADDITIONAL INFORMATION

- Full UK driving licence, own vehicle
- Currently working through Anthropic Academy and building practical AI workflow skills alongside AAT Level 4 (planned September 2026)
- Available immediately

References available on request