

Abubakr Chowdhury

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07414 075486

Personal Profile:

I am an honest, hardworking and enthusiastic individual and possess excellent communication skills to ensure that clients and customers receive the best service and satisfaction. I can work well within a team environment as well as working using my own initiative. I obtain a proficient academic record of achievement as well as a likeable and friendly personality and an eagerness to learn new skills and gain experience.

Key Skills and Achievements:

- Eight Grade 5-9
- Completed Bronze Duke of Edinburgh Award
- Finished Secondary Debate Club

Employment History:

SSP – Delice De France Team Member

August 2019 - Ongoing

- Worked at the till
- Made and served food and drinks
- Assisted with production
- Completed daily paper work and safety checks
- Sorted out and replenished stock

iSeeTV Admin Assistant

June-September 2018

- Created and sent out invoices
- General Admin duties
- Replied to customer e-mail
- Dealing with telephone queries

Computer Exchange Sales Assistant

Summer Holiday 2017

- Organising stock-Changing labels & arranging products from storage onto shelves.
- Assisting customers with products
- Answering and/or directing customer queries

uuu Teacher Assistant, Mentor

January – August 2016

- Helping children with work and other various tasks
- Assisting the school receptionist
- Supporting\ the teacher in managing the class
- Assisting students with the work
- Supporting students in completing tasks

Education:

Stratford School Academy

- English Language: 8
 - Speaking: Distinction
- English Literature: 8
- Maths: 6
- Science (Combined): 7/7
- RE: 8
- History: 5
- Computer Science: 5
- Art: 4

Newham Sixth Form College

- Studied AS Level Maths, Economics and Physics.
- Currently studying A Level Maths & Economics as well as BTEC Level 3 in Business.

Reference:

Available upon request

I have full availability during the holidays. Aside from holidays, I am also available during weekends and on weekdays I can work after 6pm.