Mohammad Malik

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# Summary

* Experienced in using ITand multiple software
* Developed project managementand team working skills when creating projects and managing a team during my retail experience
* Like finding multiple solutions to problems
* Able to put my ideas forward as well as taking others onboard, and openly discussing them
* Have multiple years’ experience in different fields such as; **3 years in administration, 5 years in retail, 5 years in hospitality, 6 months in sales marketing**

# Education

**Sept 18 – June 22 BSc (Hons) Economics and Maths** Brunel University, London

**June 2018 A level ICT** (C), **Maths** (C) **Business**(D) Rooks Heath College

**July 2016 10 GCSEs** including Maths (B), Double Science (B/C), Further Maths(C), English (A\*)

# Part time Employment

**July 15 – Jan 17 Retail Assistant IVS Group**

* Customer service, cashing-up, balancing till on daily basis.
* Collected stock deliveries and re-stocked the shelves
* Ensured all sales were recorded

# Jan 18 – Current Hospitality Off To Work

* Hosting events to VIPs and clients
* Ensuring all guests were kept satisfied by meeting requirements/needs
* Time management in order to keep everything ready for guests

# Jul 16 – Sept 16 Retail Assistant Marks & Spencer’s

* Customer service, cashing-up and till management.
* Collected and recorded deliveries and re-stocked the shelves
* Dressing room management

# Sept 16 - Jun 18 Administrator The City Educators

* Created and recorded tests for the students onto the database
* Registered new students onto system
* Book making for each class and level of student

# June 22 – Nov 22 Sales Marketing Juss & Link Marketing

* Time management to ensure as many people are met and spoken to as possible
* Recruitment to build and retain team members as much as possible for growth
* Being able to move past rejections and hit weekly/monthly targets to achieve growth
* Leadership, independent and team working skills from leading or working in a team.

# Interests

**Sports**

* Play football regularly at a competitive level.
* Organizing and hosting football matches every week for youth and annual charity matches nationally

# Technology

* I use a laptop and mobile phone daily
* Keeping up to the date in the know about latest in tech and cars

# Socializing

* Travelling or socializing which has helped my confidence in speaking to new people.

# References

Available on request