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| 47 Westbourne Court  Orford Road  South Woodford  E18 1PY | Mobile: 07930301063  Iqureshi63@gmail.com  D.O.B: 22.04.1991 |

IRFAN AHMED QURESHI

**PROFILE:**

Hardworking graduate with a degree in business administration, I am adaptable, focused and determined to have success in my career. I am ambitious and set goals and achieve many things I have set in my life. My work experiences have taught me a combination of different skills in the professional working world and working under pressure as a group or an individual.

Skills

* Excellent customer service & care skills
* High standard of organisational skills and techniques
* Leadership skills and team player – able to motivate others
* Computer literate in a range of IT packages
* Able to decide what steps are needed to achieve particular goals then implement these
* Excellent selling skills – Able to spot an opportunity
* Ability to allocate time in specific targets
* Work confidently with a group

Employment History

**Duty Staff Manager Jack Carter Centre**

**May 2013 – Present The Drive, Ilford**

**Essex, IG1 3PS**

* Manage staff and rotors
* Facilities management
* Ensuring staff provide excellent customer service at all times
* Managing and updating client database
* Working with bookings and customer needs
* Managing daily takings and accounts
* Creating and keeping up to date with invoices

**Head Coach**

**April 2013 – Present**

* Specialised sessions with special needs children under 18
* Coaching basketball students between ages 8-16
* Head coach of the under 16’s and under 14’s basketball team
* Also coach different variety of sports i.e. badminton, football, cricket
* Captain of the Frenford men’s basketball team

**Sales & Lettings Negotiator First Contact Property Services**

**November 2010 – July 2012 830 Romford Road**

**Manor Park**

**E12 5JG**

* Achieving & exceeding sales & letting targets
* Managing and owning own diary and appointments
* Viewings of properties
* Marketing & updating company & associated advertising websites
* Maintaining appropriate up to date knowledge, experience & expertise in products and services
* Completing necessary paperwork and ensuring requirements are met by clients
* Maintaining company databases
* Dealing with landlords and tenant enquires
* Cold calling to get new properties on board
* General office duties

**Research Assistant Uk Parliament,**

**May 2007 –May 2010 House of Lords,**

**Westminster, London,**

**SW1A 0PW**

**Responsibilities:**

* Assistant to Lord Patel
* Accompanying Lord Patel to debate chambers and taking notes
* Scheduling events for MP’s
* Taking messages from members of constituencies
* Using the computer system and updating records
* Answering telephone calls and dealing with general queries
* Organising all incoming and outgoing post
* Making appointments and arranging bookings
* Other general office duties

**Customer Service Advisor - Work Experience Woolworth’s, 77-79 High St**

**May 2006 - May 2006 Barkingside, Essex IG6 2AF**

**Responsibilities:**

* Welcome all customers in a friendly, positive and enthusiastic manner
* To project professional image to the public and work colleagues
* Working within a team to manage and achieve targets & incentives
* Developing and implementing improved processes for the administration within the store
* Working as part of the store team to achieve shared business objectives.
* Completing sales procedures, stock checks and administration in an accurate and manner to the required company standards.
* Assisting in the merchandising of goods and POS material. Ensuring store presentation standards are maintained and keeping the store clean and tidy at all times.

Education

**London South Bank University Business Administration (BA Hon)**

**103 Borough Road Received Honours 2:1   
City of London SE1 0AA September 2010 – September 2013  
020 7815 7815 Msc Real Estate – passed 2 Modules**

**September 2014 – February 2015**

**City of Westminster College Sep 2008 - June 2009**

**Elgin Avenue, London W9 2NR English GNVQ**

**Beal High School 10 GCSEs Grade A\*-C**

**Woodford Bridge Rd, Sep 2002 – Jul 2007**

**Ilford, Essex, IG2 6HX BTEC Business Studies**

**September 2007 - 2010**

Hobbies & Interests

I enjoy spending time with my family but my main interest and hobby is basketball. I am a qualified basketball coach and in my spare time I volunteer to help disabled children play sports, the more time I spend with the children the more I want to help them. One of my biggest ambitions is to set up free sports centre in East London for disabled and special needs children. my family are my biggest aspiration. I also enjoy theatre, motor racing and dining and have played basketball on a national competitive level.

Refrences available on reuest