

Aneesa Khan

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Education

- 2021 – 2022** Code Institute
- Full Stack Web development
- 2017 – 2020** University of Westminster
- BSc Biomedical Science Undergraduate Degree: 2.1
- 2016 – 2017** Kingston University, Kingston-Upon-Thames
- Access to HE diploma (1 year): 60 level 3 credits (distinction)
- 2013 – 2016** Wanstead 6th Form, Wanstead
- A-Levels: Biology (D), Chemistry (D) Mathematics (E)
- 2008 – 2013** Braeside Independent School for Girls, Buckhurst hill, Essex
- GCSE: 8 (B), 1 (C)

Key Skills

Can communicate effectively and clearly, both verbal and non-verbal

- Have the ability to work well on my own and be an effective member of a team
- Have a very strong work ethic
- I am empathetic and caring
- I am bilingual as I am fluent in both English and Bangla
- Good organisation, planning and time management skills
- I am versatile, can learn quickly and am reliable
- IT Skills – competent in MS Office Word, PowerPoint and Excel as I have used the software throughout my education.
- I can work well under pressure in a fast-paced environment and meet deadlines.
- I am competent in varied software languages including: Python, html, css, javascript, java and Django.

Jobs

August 2019 – present Superdrug

- I can use tills on a computerised system as well as tax refund.
- Experience with giving advice on make-up, skincare and healthcare products.
- The role requires to help and give recommendations to customers when needed.
- Interpersonal skills by dealing with customers
- I can serve customers and face up shelves during busy periods.
- I have increased my skills on knowing how to care about customers and their satisfaction.
- We also have certain personal targets to achieve per shift, allowing me to gain sales pitching skills.

May 2018 – August 2019 Clarks

- The sales assistant role required me to interact with multiple customers daily and give them the best customer service I could offer.
- The job required me to bring out shoes to customers promptly while introducing extra products such as shoe-care and handbags.
- Each shift composed of other jobs as well, such as stock organisation.
- During sale time, I brought out and priced shoes for the racks as well as serving customers, quickly and efficiently.
- The job has taught me how to work with other employees in a team to give the best outcome to customers as well as knowing how to serve customers in a busy environment.
- I have been taught how to use the tills including tax refund and returns/exchanges.
- I am fully trained to measure and fit children's shoes, and I am friend and approachable.
- I have experience reaching personal sales targets.

Work Experience

October 2017 (3 days) Day Lewis Pharmacy

- I helped organise patient medical deliveries.
- I helped fill in dose boxes
- I faced up medication on shelves
- Shadowed pharmacist who counselled patients
- I observed how the pharmacist gave advice to patients for over the counter medication.

Summer 2016 (2 weeks) Muslim Council of Britain, Whitechapel

- Mainly consisted of administrative work but I learned how to meet deadlines within a workplace and work quickly but efficiently.
- Organising the Annual Leadership Dinner required me to work in a team and to do the jobs allocated to me swiftly and under pressure. Part of this job required me to create name labels and programs for the day, as well as explaining the programme to guests and answer any other questions they had.

Summer 2015 (2 weeks) Asiana Bridal Magazine, Mile End

- Working in different departments helped expand my knowledge on the different types of employees to put a magazine together.
- Assisting models, editors and photographers improved my communication skills.
- Designing photoshoots intrigued me and allowed me to think more creatively.

Summer 2010 The Coffee Lounge, Bristol

- I worked at a relative's coffee shop where I was mainly in charge of stock taking.
- At times I was able to do the process of taking orders and serving customers which helped me gain confidence.
- This is when I first came to understand about customer services.
- During busy periods I had to work in a fast-paced environment with efficiency.

Extra-curricular Activities

- Attended Karate lessons for 5 years, during secondary school, as an extracurricular activity. This helped me to boost my confidence and taught me self-defence.
- I am currently learning the Korean language because I have a huge interest in the culture. Learning just a few words everyday helps with my memorisation skills.
- I studied Japanese for a year, as an extra module at university, due to my interest in East Asian language and culture and have carried on studying in my own time.
- In my second year, I was the Social Secretary for the Korean Cultural Society where we also won the Society of the Year Award 2018, at the University of Westminster's Student Union Awards Ball.

My projects

My resume: With the use of html, CSS and bootstrap4 creates a website to showcase myself as a developer.

Love running: This sit uses html and CSS elements to create a simple webpage for a running group.

Rosie resume: This site uses the basis of bootstrap4 for a responsive design as well as html and CSS elements to create the website.