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**Aafreen Alzena Gani**

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| **Professional summary**  I would best describe myself as hospitable, self-motivated and influential as I am big advocate in positive changes. I have experience of working in teams to deliver projects on time and my knowledge in criminology and sociology has allowed me to develop further interest to contribute to the society. I have strong communication and people skills as I enjoy gaining opportunities through interactions. Lastly, I am able to work well under pressure due to my past work experiences which required maintaining and adapting my role under any given circumstances which shows I am a fast learner and able to easily adapt to the needs of the task at hand.        **Work history**  **Radio Show Host**, **10/2019 to 03/2020**  **Insanity Radio - Egham, Surrey**   * Created innovative topics covering diverse topics from cultural, societal, relationships, women empowerment as well as addressing students concerns in the university by proving advice. * Presented excellent content with positivity and enthusiasm, aligned to the individuals in university by creating relatable content on how to improve as an individual and sharing my own experience. * Planned, researched and scripted content for an hour show each week by bringing new music and urban culture to educate people on the diverse music and topics. * Used developed interview techniques to get the best out of guests for engaging results, including musicians and artists. * Grew client base through continued levels of outstanding services, such as reaching out on social media to create a large platform and promote upcoming artists new music. * Delivered an exceptional level of service to each customer by listening to concerns and answering questions by a creating advice panel.   **Teaching Assistant**, **10/2018 to 11/2018**  **Feltham Juvenile Prison - Feltham**  - Worked with Juvenile Prisoners in teaching them Criminology and Sociology course alongside Lecturers.  - Worked in teams and created fun activities in order to gain their engagement with the material and aid with their participation in class.  - Maintained a good relationship as well as a strict boundary adhering to the prison guidelines.  - Learned how to engage and interact with people of different backgrounds and meet their needs in order for Juvenile prisoners to achieve efficient results.  - Gained more knowledge on how the prison works for the benefit of my 'criminology and sociology' course.  - Developed knowledge and the motivation to help individuals involved in delinquent activities for future opportunities in the legal department.  **Sales Assistant**, **08/2018 to 09/2018**  **Uniqlo - London , Middlesex**   * Accepted and processed cash, cheque, card and mobile payments. * Assisted with cleaning duties to maintain high standards in-store presentation and hygiene. * Fostered relationships with customers to expand customer base and enhance loyalty and retention. * Received and processed product returns. * Listened to customer needs and desires to identify and recommend optimal products. * Maintained up-to-date knowledge of store sales, payment policies and security standards. * Processing of deliveries, maintaining tidy stock and equipment/back of house areas. * Replenishment of stock and display changes on the shop floor. * Improved work ethic by meeting the sales targets by staying consistent hard work and dedication to meeting the standards of the brand.   **Event Waitress**, **11/2017 to 12/2017**  **Fuel Hospitality - london, middlesex**   * Guided guests through dining rooms and provided needed assistance. * Provided friendly and courteous service to all guests. * Cleaned, sanitised and organised food speed racks, bins, dry storage racks and chemical storage room. * Completed shift beginning and end procedures, including cleaning the dishes and setting up the table and following the event rules to provide excellent service to the customers. * Worked at prestigious events such as London Zoo, Arsenal Stadium, Hospitals. * The confirmed the legal drinking age of customers and discontinued service to intoxicated guests to eliminate liability and adhere to legal restrictions. * Welcomed guests with a personable attitude and smile, offering to bring beverage orders while reviewing menu options. * Prepared food tableside, including carving meats, boning fish and fowl and preparing flaming dishes.   **Teaching Assistant**, **10/2016 to 02/2017**  **Kumon Tuition - Harrow on the Hill, HRW**  ● Taught English and Maths.   * Distributed learning materials such as assignments, textbooks, and pencil and paper. * Supported the teacher with learning materials for the continued smooth running of classroom activity. * Worked with children of special needs by adjusting their learning materials and my teaching skills. * Prepared a positive learning environment, creating an engaging teaching method to maintain the attentiveness of the children. * Collaborated with the teacher to devise and implement developmentally appropriate lessons aligning with the school's philosophy and mission. * Performed administrative activities such as taking attendance, marking assignments and maintaining student records   **Latham and Watkins, July 10th 2020**   * White Collar Defense & Investigations Virtual Experience programme * Identify relevant documents using search terms i.e: Boolean Search term * Prepare for a witness interview using evidence provided * Calculate a potential prison sentence and fines on chargeable offenses under the U.S. Sentencing Guidelines         **Education**  **GCSE**, **2015**  **Nowerhill High-School** - North Harrow  **8 GCSE's All A-C**  ➢ Science (additional)  ➢ Drama  ➢ Maths  ➢ Music  ➢ Further additional science  ➢ Business studies  ➢ English language  ➢ English literature  ➢ RE  **A-Levels**, **2017**  **Haydon Highschool** - Northwood, HIL  ● Sociology A level  ● BTEC Business Studies  ● Bengali AS Level  **BSc Criminology and Sociology** , **2020**  **Royal Holloway University of London** - Egham        **Accomplishments**   * Project Development - Collaborated with Insanity Radio Team in the development of charities to raise money for Cancer Hospitals, Animal Shelter, Children's Learning etc. Second project, consisted of giving a presentation at the sixth form Logic regarding Radio Hosting. * Speak languages: Bengali, Hindi, English. * Created a fitness page on Instagram. |  | **Contact**  **Address**: : 82 Cambridge Road , North Harrow, Middlesex Ha2 7LE  :  **Phone**:  : 07921540473  **Email**:  : aafreeng@gmail.com      **Skills**  **Communication skill, strong verbal communication**  **Engagement personality**  **Problem Solving**  **Team Leadership**  **Powerful negotiator**  **Organisation and Planning skills**  **Client assessment and analysis**  **Project** **Management**  **Self-Motivated**  **Conflict resolution and quick thinking**  **Confident and extrovert**  **Creative in Fashion, Music and Make-up.** |