

## Summary

I am highly motivated and passionate in any work environment, I can successfully collaborate with students, teachers and parents. I have strong communication skills and decision-making ability. I can work well as a part of a team while following all teacher-driven directives. Proactive and self-sufficient in creating innovative ways to deliver curriculum. Motivated to help children become happy, healthy and well-behaved.

## Skills

- Self-sufficient and confident Excellent customer service skills
- Exceptional organisational skills Excellent attention to detail
- Positive and optimistic Fast learner
- Sociable Person Highly dependable
- Good time keeping
- Work well with others and independently
- Good communications skills
- Agency
- Attention to detail
- Communications skills
- Excellent customer service
- Dependable
- Filing
- Access
- Organisational skills
- Fast learner
- Record keeping
- Retail
- Telephone
- Excellent classroom management
- Teaching, tutoring and counseling
- Computer proficient
- Microsoft Office
- File/records maintenance

## Experience

Shop Direct Ltd (Blue Arrow Agency)

October 2018 to Current

Administration Officer

Oldham

- Monitored multiple databases to keep track of all company inventory
- Conducted analysis to address customer order issues which led to positive customer experience and delivery of parcel
- Planned and executed holiday management system
- Provided onsite training to temporary admin cover staff
- Organised and coded all documents related to due diligence for acquisitions
- Effectively controlled the release of proprietary and confidential information for general client lists
- Administration
  - To manage the day-to-day operation of projects and events
  - To manage event, projects and administrative budgets and databases.
  - To create and implement project plans including timelines, resources, roles and responsibilities and risk management.

Monitoring and Evaluation

- To continually review and develop new and better ways of organising work, identify and recommend

improvements in the administrative, office and operational procedures and promote their implementation to improve quality and value

Agency Work (Various Schools, Oldham)

August 2018 to Current

Teaching Assistant

Oldham

- Developed interesting course plans to meet academic, intellectual and social needs of students
- Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials
- Routinely met with students' parents regarding in-class issues and learning interruptions to discuss solutions
- Performed student background reviews to develop tailored lessons based on student needs
- Taught Creative writing to a diverse class of 20 students
- Developed, administered and corrected tests and quizzes in a timely manner
- Coordinated after school tutoring hours with other teachers to help students in need of extra attention
- Received high remarks for the creativity of classroom lesson plans and instructional techniques from students, parents and faculty

Molnylycke Health Care Pharmacy

March 2018 to May 2018

Dispenser

Oldham

- I gained work experience for three months at the pharmacy
- I provided the regular patients with high level of drugs such as methadone
- This was an invaluable experience as I had other several of jobs to do such as filing, going over every prescription to see if anything was missing for example a signature stamp name, age, address etc
- I also stacked the shelves where and when it was needed
- I gave out medication and received prescriptions, I served customers that were coming in and out and I also worked over hours when it was needed
- I was enlightened by this work experience as there was more to than just prescribing medications and signing off prescriptions

Infirmery Hospital

July 2017 to August 2017

Support Worker

Manchester

- I was under the observation of a nurse while I was answering telephone calls, communicating with the multidisciplinary team, observing ward rounds, observing administration of medication and in vase procedures, I was also maintaining patient's privacy and confidentiality, having clear communication and record keeping, as well as making appropriate referable within the multidisciplinary team
- I did this work experience with the intention of gaining multiple skills and it worked in my favor

Noor

July 2016 to January 2017

Sales Assistant

Oldham

- At this retail store gaining a lot of experience for working in such environments
- This job gave me a lot to learn such as how to interact when meeting new people, how to face new challenges, encouraged me to do better every day as it was my first paid job

Oldham Greenhill Community Sports Club

May 2016 to August 2016

## Volunteer

### Oldham

- I have done voluntary work at this youth club to gain firsthand experience and knowledge which can only be learnt physically
- I had used my previously learnt skills with the children and staff members which made it easier and also helped in expanding my knowledge
- While the children were in my care we did a variety of activities and this helped me gain a bond with the children, parents and the staff members
- My most valuable time spent at the youth club was being in the company of children with disabilities as they had taught me the most
- The children with disabilities would loved my presence as I would feed them, play with them, and take care of their every need
- I genuinely looked forward going to work as I would not see it as an obligatory task rather as a hobby and a second family, as between all the staff members there was a lot of respect and mutual needs

### Panda Pre-School

June 2016 to June 2016

### Placement

#### Oldham

- I have done my placement at this pre-school for a week due to studying Early Years and Childhood Studies
- This pre-school made sure the children were ready to go to primary schools, in order for that to happen the children would need to develop and achieve skills
- The staff also established a safe play environment for the children, engaged with children individually to meet their emotional and physical needs
- As well as maintaining a child friendly environment by allowing frequent access to outdoor activities
- I enjoyed the time I had at this pre-school as I myself learned a variety of skills from the staff

## Education

Manchester Metropolitan University

2018

Bachelor of Arts (BA: Hons, Early Years and Childhood Studies)