



# FIZA KHAN

Admin Representative

## PROFILE

Results-driven professional with a proven track record in exceeding expectations. Exceptional in strategic problem-solving, project management, and fostering collaborative teamwork. Adept at leveraging innovative solutions to drive efficiency and deliver outstanding outcomes. Demonstrated ability to thrive in dynamic environments, adapting swiftly to challenges. Strong communication and leadership skills underscore a commitment to achieving excellence and contributing significantly to organizational success.

## CONTACT

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## EDUCATION

**St Mary's College Blackburn**  
**September 2019- July 2021**

**Business & Finance Distinction**  
**Admin- Level 2 pass**

**Pleckgate High School Blackburn**  
GSCE ENGLISH GRADE 5  
GSCE MATHS GRADE 4  
GSCE TRIPLE SCIENCE GRADE 6  
GSCE ART GRADE 8

## WORK EXPERIENCE

**Kinetic Law- Admin Representative**  
January 2023- February 2024

Dedicated and detail-oriented administrative professional with a proven track record of delivering exceptional support in office management. Proficient in organizing tasks, managing schedules, and ensuring efficient day-to-day operations. Excellent communication skills with the ability to interact professionally with colleagues and clients. Adept at handling confidential information and prioritizing tasks to meet deadlines. Technologically savvy and committed to staying updated on industry trends for enhanced productivity. Proactive problem solver with a strong work ethic, contributing to the overall success of the organization.

**Nationwide- Administrator ISA Transfers**  
FEB 24- JULY 24

As A administrator for nationwide I have been enthusiastic and helpful dealing with high level of cases to help out with exceptional customer service with great success of solving between 100-170 cases looking into the help of nationwide for customer satisfaction, I enjoy working for the company and helping them succeed in their demand of banking amongst other things as a successful business, i have organized tasks and ensured that the day to day operations have been carried out, i have also contributed towards any proactive problem solving and contributing towards the exceptional customer service of the organization

## SKILLS

Talkative  
Well Mannered  
Duty of care  
Mindful  
Time Management  
Duty  
Sociable  
Customer assistance