

# Sumayyah Maryam

Burnley  
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## Work Experience

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### **HR/Office and Operations Management Assistant (Full Time)**

Sell UK Property Ltd-Burnley

June 2022 to Present

- Dealing with all aspects of HR, Office management and Operations within 2 offices
- Supporting the HR manager with day-to-day tasks
- Updating all employee records on the Breathe/Bright HR system
- Carrying out risk assessments within the office
- Working on Timesheets for Payroll (QuickBooks)
- Organising training courses for staff
- Completing all HR related forms e.g New Starter Docs, Contract, Offer letter and Induction Forms
- All recruitment tasks- updating ads on indeed, Screening candidates, carrying out telephone interviews/ Arranging and carrying out face-to-face interviews
- Scheduling meetings
- Coming up with innovative ideas to help business development e.g., creating new strategies, implementing a new HR system, seasonal treats for staff
- General office duties - Scanning, Filing, Ordering Stationary/furniture and equipment
- Booking in company vehicles to garages for services/works and MOT
- Arranging Monthly Lunches
- Working to strict deadlines

### **Recreational Assistant (Zero Hour Contract)**

Edu-Lettings UK Ltd-Burnley

April 2023 to October 2023

- Opening/Closing the lettings venue
- Ensuring all facilities are clean/free from hazard
- Supervising site in which bookings are held
- Lone working
- Working at three different sites dependent on bookings/shifts

### **Assistant Football Coach (Temporary Weekends Only)**

Diddikicks-Blackburn

August 2022 to October 2022

- Engaging, encouraging, and inspiring every child at each session
- Assisting the coach in sessions
- Responsible for opening/locking up/tidying equipment
- Making sure to give 100% energy in each session

## **Prescription Co-ordinator (Full Time)**

Local Primary Care-Blackburn

December 2018 to June 2022

- Dealing with prescription ordering and queries
- Handling call data - Calculating statistics for inbound/outbound/abandoned calls per practice, average call times, average queueing times for calls
- Working at two sites
- Booking in Covid-19 Vaccinations as well as organising clinics
- Booking cervical smear tests
- Handling deliveries and incoming post

## **Receptionist and Administrator ( Full Time)**

Dr Nagpals Surgery-Blackburn

May 2017 to October 2019

- Booking appointments
- Dealing with patients face-to-face and through phone calls
- Sending medical records to solicitors for court cases
- Handling minutes of meetings
- Keeping medical records up to date
- Issuing prescriptions and dealing with enquiries
- Photocopying, Scanning, Faxing, Emailing and Filing
- Queries and requests
- Opening and closing the surgery -All reception duties

## Skills

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- Outlook
- Microsoft
- Data Entry
- Microsoft Excel
- Customer Service Skills
- Receptionist
- Front Desk
- Microsoft Office
- Microsoft Word
- Scheduling
- Quick learner
- Organizational Skills
- Human Resources
- Clerical
- Filing
- Training
- Recruiting
- Employee Relations

## Certifications and Licenses

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**Statutory and Mandatory Training Care communication Skills First Aid**

**First Aid**

**Care Communication Skills**