

Cerise Hussain

Colne

cerisehussain6@gmail.com

+4407842985289

I am motivated to become part of a team or work autonomously. I am flexible, hardworking, and reliable.

Work Experience

Administrative Officer

DWP Department-Preston

May 2023 to November 2023

Supporting Claimants/Customers with any enquiries such as the basics of changing details on the system, sending out forms, letters, updating them on the progress of their claims. Noting everything what the call was about and the outcome. Telephony based on a system with calls coming through, where some days your working from home and some in the office, the job role is to make sure the claimant gets the support with what they have enquired about.

Sales Assistant

Poundland-Colne

August 2021 to May 2023

I work 12 hour contracted but can vary as hours may be less or more and it's flexible as we are give different shift on different days every week. My position as a Sales assistant involves working on the tills, reductions around the food and fridges, bread, milk and eggs. Delivery day I'm given a section in which I work on such as Health and Beauty or the Smoking items . If I'm given a shift during the night in the end for the last hour I clean up and do put backs to make sure when it comes to the next day it looks tidy and presentable for the customers.

Volunteer Teaching Assistant

Primet Primary School-Colne

September 2021 to January 2022

I volunteered before in June for a couple of weeks supporting a reception class and as I came back into the school I supported a Year 3 class mostly the children with EAL and SEN and Year 6 with a EAL Learners, I then got called to work with reception sometimes if they were shortage of staff.

Volunteering Teaching Assistant

Lord St Primary School-Colne

October 2020 to March 2021

Supported and assisted teacher's activity plans, inside and outside of classroom, Doing 1 to 1 sessions with children that have SEN/ lower abilities, met with

assessor regularly to discuss safe working and practice.

Sales Assistant

Colne

August 2019 to November 2019

Employed as a store assistant in the bedding department (Temp Contract) being patient and calm whilst dealing with difficult customers, being organised so like making sure everything is presented well for the customers to be able to look and buy, being on task making sure I am meeting the standards of what has to be done

April 2019 to April 2019

I completed a placement in the food department; I was filling shelves, un- packing boxes. Offered customer support, helped colleagues with other tasks, meeting the customer's needs by answering questions and showing directions to certain areas where they could find the item.

NCS- National Citizen Service

July 2018 to July 2018

I engaged, completed challenges and events helping build skills for work and life. I was part of a team, completed tasks, worked independently taking responsibility with equipment used.

Colne Library

July 2016 to July 2016

Supported and assisted in planning and implementing summer events for children and young people. Organised an event that the children could enjoy by getting creative and making cards. Reported to manager any issues that arose, sought guidance.

M&S

Marks and Spencer's

Education

Functional Maths

Nelson and Colne College

September 2018 to July 2020

Diploma in Supporting in Teaching in Childcare

Nelson and Colne College

2019 to 2020

Level 2 It

Nelson and Colne College

October 2018 to July 2019

GCSE

Pendle Vale College

September 2013 to July 2018

Skills

- Excellent Communication skills- I have the ability to engage well with others in a positive manner.
Punctuality
- I am committed to new projects/placements and attend on time. Fast learner- I am able to pick-up new skills swiftly.
- Teamwork- able to work collaboratively with others showing respect and offering support.
- Hard working- always work to the best of my ability in previous placements/projects
- Customer Service