

Nizamuddin Ramzan

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Profile

I am a hardworking individual who is able to adapt and learn new skills and seeking to launch my career in a growing company and be able to embrace my skills. I have many qualities and attributes to carry out tasks to a high standard. I work well under pressure and always ensure I complete tasks in a timely manner. I am an approachable, trustworthy individual who has excellent organisation skills.

Work Experience

Baker and Coleman Solicitors

Blackburn - Administrator Assistant / Paralegal - RTA

November 2023 – November 2024

My time at Baker and Coleman Solicitors has been a very positive experience. It has allowed me to build confidence, communicate with clients and manage my work loads. I started off by opening files and then transitioned into handling cases. At the company I developed my organisation and time management skills.

- Prepare/set up road traffic accident files.
- Instruct engineers for reports and draft letters of claims.
- Manage files from the start to the end/settlements.
- Excellent communication skills with clients and third parties.
- Proficient with OIC portal when personal injury is being claimed.
- Proficient with drafting documents, letters, notices, FOA, instruction letters and writing emails.
- Assisting solicitors throughout RTA matters with all administrative tasks.
- Able to manage VD and PI and files.

Ivy Venue

Waiter/Event Support

June 2023 – August 2024

During my time at Ivy Venue, I have developed my communication and time management skills. Ensuring guests have a positive dining experience. My managerial skills came through when handling complaints and ensuring our guests have a positive experience .

- Provided excellent hospitality and accommodated guests during Wedding and Charity Events.
- Assisted with preparation of events with decorations, setting up tables and welcoming guests when they arrived at the venue.
- I worked well in a team, having different responsibilities and ensured a smooth running of each event. Demonstrating effective communication with managers and fellow colleagues.
- I demonstrated excellent customer service skills and always had a smile on my face and was well presented. I always went the extra mile for the guests to ensure their needs were met and left The Ivy Venue feeling impressed. I received many positive feedbacks from guests and my Managers regarding the quality of my work.

German Doner Kebab

Waiter

July – August 2023

Responsibilities included: -

- I organised and maintained the stock room and ensured the main floor was clean and tidy.
- I developed great time management skills throughout by supporting my colleagues when they were behind on time.
- Ensured great customer service skills, as I resolved a wide range of customer issues and ensured its done in a professional manner.
- Demonstrated communication skills as I worked effectively as part of a large team when completing tasks and liaising with my colleagues and managers.
- Within a month of working I was given the responsibility of training somebody to learn how to use the machine and understand how to resolve obstacles in different situations

Education and Training

Training 2000 - Employability Course

Aug 2023

My time at Training 2000 has ensured that I am able to build my skills and confidence to use in the working industry. I've learnt many key skills that I can endure and build upon as well as having the confidence to present and communicate and working as a team to fulfill the goal that we aspire.

Employability Certificate - Merit

Blackburn Central High School

2018 - 2023

GCSE'S completed in following subjects: -

Engineering	8	Mathematics	5
Business	8	Combined Science	55
English Language	6	Geography	4
English Literature	5		

Additional Information

IT Skills: Microsoft Word and PowerPoint, Excel, Proclaim, Outlook

Languages: - Punjabi and English

Hobbies and Interests: In my spare time I love spending time with my family by exploring the outdoors and going to new places. I am passionate about the outdoors and visiting new places and parks. I also like to eat out, especially desserts places with my friends.

I also enjoy watching movies and regularly go to the cinema with my family and friends. In my free time, I love riding my bike, playing cricket and football.

References available upon request

