

HAFIZAH IMRAN

CONTACT

Phone: 07398104815

Email: hafizahsafina44@yahoo.com

PROFESSIONAL SUMMARY

Organised administrative professional with professional appearance and communication skills. Focused on helping office meet demands with impeccably managed files, meetings and schedules. Background in clerical and secretarial roles with proven knowledge and skills, contributing to efficient office operations. Dedicated Nursery Practitioner committed to building fun, safe early years environments for positive learning outcomes. Develops confidence and social skills through individualised support and encouragement. Proactive and adaptable to meet changing team needs.

SKILLS

- Team player
- Multitasking
- Confidentiality
- Spreadsheets
- Attention to Detail
- Microsoft Office
- Letter writing
- Data confidentiality

WORK HISTORY

Nursery teacher, 09/2022 to 03/2024

Moorland

- Carefully monitored child progress, keeping updated records to ensure continued development.
- Boosted vocabulary development through singing, storytelling and role-play activities.
- Set up and helped children with activity equipment and resources.
- Built positive relationships with families, enhancing trust in care provisions.
- Managed classroom behaviour through positive reinforcement.
- Helped children learn numeracy skills using counting games.
- Used holistic teaching and caregiving methods to support child wellbeing.
- Monitored playground activity to maintain pupil safety and security.
- Used phonics to build reading and writing skills.
- Encouraged sharing and teamwork for positive social development.
- Supported children's development with learning-through-play activities, aiding social, emotional and educational growth.

Administrative assistant, 06/2019 to 08/2022

Cooper Solicitors

- Handled incoming calls for staff, answering questions, directing calls and documenting messages.
- Kept and maintained accurate filing system for preservation of office information.
- Received, sorted and distributed incoming mail.
- Provided printing, photocopying scanning support to colleagues.
- Arranged filing systems for easy use and retrieval by personnel.
- Wrote professional letters, emails and memoranda for business communication.
- Dealt with routine enquiries at reception or by telephone and referred more complex matters to appropriate members of staff.
- Assisted managers in compiling and organising materials for meetings.
- Created email notifications, invitations and agendas for meetings, events and appointments.
- Managed physical and digital correspondence while keeping information private and secure.
- Typed and proofread documents with zero errors.

EDUCATION

GCSEs: 05/2019

Bowland High

Several GCSE's at grade B-C