

Haris Rehman

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An organised and enthusiastic student with a vast amount of experience seeking employment or training. Has exceptional communication skills, uses initiative to overcome problems and is committed to working in a fast-moving environment, which will provide challenge, and hoping to grow with associated company with its future success.

Education

September 2021 – Runshaw College

B-TEC(currently) Predicted DDD

2016 – 2021 Tauheedul Islam Boys' High School

<i>GCSE English Language-</i>	6
<i>GCSE English Literature-</i>	6
<i>GCSE Mathematics-</i>	6
<i>GCSE Combined Science -</i>	65
<i>GCSE Business -</i>	6
<i>GCSE French-</i>	4
<i>GCSE Geography-</i>	7
<i>GCSE Religious Studies-</i>	7
<i>GCSE Creative imedia-</i>	Merit

Work Experience- customer service/kitchen staff

June 2023- present McDonalds

My duties as a member of this team was:

- Work fast in a quickly moving environment
- I had to become more efficient
- I learn how to become more hygienic

December 2022- June 2023 Ahmed Alams Accountants

My duties as a member of the team was to:

- I was able to work on banking for clients, when a needed help I would ask the other accountants
- I also did the filings of files
- I did the taxi drivers accountants
- I also would put a lot of receipts of purchases in order as they would be messed up.

July 2022 Kinetic Law

My duties as a member of the team are to:

- I work on the archives of the law firm.
- Other office duties

September 2021 – May 2022 Blackburn Rover's hospitality staff

My duties as a member of the team were to:

- I always listen to what the customers wanted and they were happy
- I was able to put in orders in the till with no problems
- I also helped my fellow staff with any problems or if they needed help
- I always used only card payment as covid-19 was still dangerous

July 2020 – August 2021

3Beez Takeaway Darwen

My duties as a member of the team were to:

- Maintain an excellent level of customer service.
- Taking and inputting orders in computerised systems efficiently.
- Assisting in the preparation of food and packing.
- Accepting customer payments and effectively working out change required.
- Follow health and safety regulations including noting allergies.

Volunteering- Prefect

September 2020 – June 2021 Tauheedul Islam Boys' High School

I was appointed as a prefect at my high school where my duties included:

- Provide excellent leadership and supervision to learners during key times in school to maintain the highest standards of discipline.
- Supervise learners during assemblies as well as support the organisation and delivery of school events such as Parents' Evenings, induction days and Open Evenings.
- Supervise small groups of students and represent the school when appropriate.

Achievements, Skills and Interests

Personal

- I volunteered to help out on open days at my high school.
- In year 11 I took part in NCS which included team building exercise, increasing independence, project work which enabled me to develop skills in teamwork, communication, and problem solving.
- At high school I was appointed and became a prefect.
- I have been presented with an award for 100% attendance throughout the year.

Extracurricular

- I enjoy swimming and taking part in outdoor activities like football.
- I enjoy going for runs as part of an exercise routine.

Skills

- Trustworthiness and reliability are qualities I pride myself on having which I can use to form effective working relationships with colleagues and others I may work with.
- I am self-motivated, organisational and can be flexible which I demonstrate through maintenance of a part time role alongside my education with success on both fronts.
- My experiences of working as part of many teams has increased my; tolerance, ability to communicate ideas confidently and my problem-solving skills.
- As well as being part of a team I can also lead one through effective negotiation with others- taking their thoughts and ideas into consideration.

REFERENCES

Jaffer Ali Hussain

Head of Youth, Play and Participation

Manchester City Council

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Shabaz Hussain

Partner

Kinetic Law

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