

Bilkis Khanom

Manchester

Bilkiskhanom10@gmail.com

+44 7849 815766

Work Experience

Self Employed - Selling Online

Present

- Maintain a financial record
- Listing, taking photos, packing items
- Recheck stocks and orders
- Solve any customer queries
- Creating postage labels

Assistant Supporter

AgeUk Ashton

November 2022 to May 2023

Working with vulnerable elderlys suffering through mental health problems and loneliness.

- Greeting and welcoming patients
- Serving food/drinks to patients
- Preparing and setting up activities for patients, reassuring patients to engage in the activity with a positive approach
- Cleaning and maintaining health and safety

Assistant Pharmacy Dispenser

January 2022 to June 2022

- Dispensing medications
- Storing medications
- Organising the medications
- Assisting the Pharmacy Technician when dealing with a customer request

Education

GCSE or equivalent in English / Maths / Science / Citizenship / Food and Cookery

NCFE CACHE Technical Level 3 Extended Diploma In Health And Social Care

Skills

- Flexibility / Commitment to each task / Organisation skills / Keeping good health and safety while working within a work environment / Patient and helpful