

Faizan Parkar

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Personal Profile

I am an enthusiastic person who enjoys challenges and continued professional development. I am organised, adaptable and my attention to detail and excellent time management skills mean that every task is completed efficiently to the highest possible standard. I have a calm and patient approach which enables me to work effectively under pressure. I enjoy working in a team but also work well independently using my own initiative. I am an excellent communicator and work well with people at all levels with a helpful and friendly approach. I am willing to learn new skills to increase my knowledge, experience and abilities.

Objective

I want to expand my knowledge in administration using my skills and experience while ensuring maximum productivity.

Key Skills

- Excellent organisational skills
- Excellent customer service skills
- Communication skills
- Team working skills
- Excellent attention to detail
- Working under pressure, multi-tasking in a fast paced environment
- Professional and adaptable
- Excellent IT skills in MS Outlook, Excel, Word and PowerPoint

Employment History

October 2023 – Present (Self-Employed – Amazon Flex, Just Eat/Uber Eats)

- Delivering parcels/food
- Providing excellent customer service
- Keeping track and creating records of invoices/business expenses

May 2023 – October 2023 (Administrator – Baker & Coleman Solicitors)

- Keeping files organised (physical and digital)
- Chasing VD's and engineer's reports
- Chasing medical reports and updates from GP's/hospitals
- Using Proclaim to set up new cases and update existing files
- Communicating effectively via email and phone
- Creating/updating spreadsheets
- Taking calls from third parties and noting all call logs

May 2022 – April 2023 (Media Creator Admin – Online Platforms)

- Communicating with several content creators and keeping a hold of records
- Updating spreadsheets and timelines

- Organising large amounts of data and easily presenting them
- Learning any task assigned to me quickly

September 2016 – April 2022 (Front of House – Hot ‘N’ Delicious)

- Providing excellent customer service
- Assist customers with orders, requests and complaints
- Cleaning and restocking the store
- Cultivating customer service and salesmanship skills
- Maintaining/recording food safety inspections, opening and closing checks
- Recording financial activities (Receipts/invoices)
- Working with suppliers to place orders
- Following all essential health and safety regulations
- Working within a team and independently as required

March 2013 – April 2013 (Voluntary Admin – CAPITA Business Services)

- Creating/maintaining spreadsheets
- Conducting viewings, meetings and presenting data
- Creating reports using MS office packages
- Photocopying, scanning and printing

Educational Qualifications

September 2014 – 2016 (Runshaw College)

Engineering, BTEC Level 3 Extended Diploma – D*D*D*

September 2009 – 2014 (Pleckgate High School)

Subject	Grade
GCSE Maths	B
GCSE English Speaking & Listening	C
GCSE Science	C
GCSE Art & Design	C
Certificate in French	Distinction

Hobbies & Interests

I enjoy collecting and analysing data, spreadsheet work.

Using software e.g., MS Office, Adobe Premiere Suite, Audacity, Ableton Live Pro, Sketchup.

I also enjoy table tennis and badminton.

Additional Information

- I have a full clean driving licence
- I am fluent in English