

# Mohid Akbar

Accrington

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## Personal Profile

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A hardworking and dedicated individual with a great attitude towards all aspects of work. I am able to work independently or with other staff members in a busy environment. I am highly reliable and able to adapt to any situation having took on different responsibilities in my career path. I can problem solve independently and develop practical solutions with a clear mind. I have developed my self-confidence and interpersonal skills as I have excellent communication skills as well as being a leader and managing time in a predetermined approach. I have achieved a bachelors honours degree in Business Management at the University of Lancaster.

## Core Skills

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- Able to work individually or as a part of a team
- Computer proficiency
- Excellent organisational skills that allow me to multitask effectively
- Customer service
- Strong communication skills
- Call handling

## Work Experience

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### **Personal Assistant/Carer**

Family Carer - Accrington

October 2020 – August 2023

- Achieved Compliance with 100% of record-keeping inspections, ensuring all administration was fully up to date and compliant.
- Ensured living environment remains hygienic and tidy to avoid any falls
- Administering medications, monitoring health conditions and reporting changes to healthcare professionals
- Accompanying family member to meetings with healthcare professionals
- Providing high standards of care with a focus on everyday care; personal hygiene, mental stimulation and overall well-being

## **Barista**

Costa Coffee Townsmoor Retail Park – Blackburn

November 2019 – June 2020

- Work as a team
- Ability to work under pressure
- Reliable and efficient
- Adaptable
- Attention to detail
- Ensured that the station always follows all companies' policies on safety.
- Servicing customers and taking orders

## **Receptionist/Admin**

British Heart Foundation – Blackburn

December 2018 – July 2019

- Written and verbal communication skills
- Excellent customer service
- Multitasking and prioritising
- Problem solving
- Time management
- Professional phone etiquette
- Resilience, understanding and patience

## **Education and Qualifications**

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### **BA (Hons) in Business Management (Second Class Honours)**

University of Lancaster

September 2020 – September 2023

### **Business with Accounting Level 3 Extended Diploma**

Blackburn College

September 2018 – September 2020

### **GCSE's – Secondary School**

Pleckgate High School – Blackburn

September 2013 – September 2018

## **References available on request**