

Yasmin Hussain
51 Irving Place, Blackburn, BB2 6LR
Mobile: 07807 892385
Email: yash246@hotmail.co.uk

Personal Profile

With varied work experiences including customer service, data input, legal assistant and over 4 years of data entry and administration experience. Has good communication skills both written and verbal is an organised person who likes multi-tasking and is good at prioritising is hardworking and motivated. With previous experiences can solve problems and customer service issues, with experience of typing letters and documents and is familiar with all office packages including word, excel, email and filing.

Employment History

Feb 2020 – Apr 2020	Capita Plc Administrator	<ul style="list-style-type: none">• Collating data onto spreadsheets• Validating data using various tools, Excel• Tracking and reporting any relevant risks/issues• Admin duties as required
Oct 2016 – Apr 2018	Capita Plc Data Administration Clerk	<ul style="list-style-type: none">• Working in Medical Records and Registrations• Data Processing records using PX and CRM systems• Scanning records ready for authorised members• Setting deadline for court cases• Correcting information on system and correcting GP errors
July 2016 – Aug 2016	Royal Blackburn Hospital Administration Assistant	<ul style="list-style-type: none">• Tracking and pulling patient notes• General office duties
Dec 2015 – Aug 2016	Blackburn with Darwen Carers Service, Blackburn Receptionist	<ul style="list-style-type: none">• Answering the telephone and directing calls• Meeting and greeting visitors• Provide admin support and reception duties
July 2015 – Aug 2016	Blackburn with Darwen Carers Service, Blackburn Support Worker	<ul style="list-style-type: none">• Minutes of meeting• Administration duties, Data Entry, Filing, Photocopying etc• Sorting, Organising and tidying up for events
Oct 2013 – July 2015	Appeals Assessor, Packer and Data Inputter	<ul style="list-style-type: none">• Temporary jobs, couple of days each
July 2013 – Sept 2013	Morson International (Chubb, systems) Accounts Data Entry Technician (Temp)	<ul style="list-style-type: none">• Obtained copies of all open AR/AP invoices• Data entry of all open certs into sage• Arranged the movement and organisation of documents• Purchase ordering, Updated, Amended onto Spreadsheets/Databases and unmatched entries•

Sept 2012 – Feb 2013	Shelter, Blackburn Legal Assistant (Volunteer)
	<ul style="list-style-type: none"> • Typing of Legal documents • Audio Typing • Filing/Archiving and Administration duties
Aug 2008 – Mar 2009	Blue Arrow, Manchester (Capita, TV Licensing) Data Input Clerk (Temp)
	<ul style="list-style-type: none"> • Entered and updated data onto the in-house system • Paperwork and administration duties

Education & Training

Sep 2018 – July 2024	Blackburn University LLB Law
Jan 2018 – July 2018	Blackburn College Level 2 Social Sciences
Sep 2012 – Nov 2012	Blackburn College Care – A wide range of Awareness of the role and responsibilities of the Adult Social Care Worker including Dementia, Autism, Vulnerable Adults etc
Sep 2009 – May 2010	Blackburn College Ilex Level 2 Certificate for Legal Secretaries – Pass
Sep 2007 – July 2008	Blackburn College OCR Level 3 Diploma in Text Processing: <ul style="list-style-type: none"> • Text, Word and Document Presentation - Distinction • Audio Transcription - Pass
Feb 2006 – July 2007	Blackburn College European Computer Driving Licence (ECDL) Level 2 OCR Level 2 Diploma in Text Processing: With 4 Distinctions including Legal, Medical and Mail merge and 2 Passes
Sep 1993 – July 1998	Swanshurst Secondary School, Birmingham <ul style="list-style-type: none"> • 8 GCSEs including English and Maths

Skills & Achievements

Ability to work under pressure – meeting a deadline and completing the task in my previous job.

Effective team member who can also use own initiative – working in teams at college and through previous employment meant I used motivational and good communication with team members.

Hobbies

I love shopping, travelling and listening to music. I am attracted in working in a Legal environment.

References –available on request