

Sameerah Patel
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Personal Profile:

I am a highly motivated, organized, and reliable professional with a strong background in administrative and office management. My experience in leading teams, handling administrative duties, and effectively communicating at all levels has equipped me with the skills necessary to excel in any office environment. As a Room Leader at Brighter Beginnings Day Nursery, I successfully managed a team of 8 staff members, took charge of invoicing, and conducted meetings, demonstrating my ability to oversee complex tasks and support organizational goals. My proficiency in ICT and multilingual abilities in Gujarati, English, and Urdu have enabled me to communicate effectively with a diverse range of stakeholders. Committed to continuous learning and development, I bring enthusiasm, integrity, and a keen eye for detail to every role I undertake, making me a valuable asset to any administrative team.

Employment History:

January 2021 - Present | Brighter Beginning Day Nursery | Supervisor

- Promoted to Room Leader (supervisor) after completing team leader course
- Currently managing and leading a team of 8 staff members
- Conducting performance reviews and providing feedback to staff
- Handling administrative duties, including invoicing and receipt management
- Organizing and delivering meetings, including taking detailed meeting notes
- Developed and enhanced ICT skills to support modern administrative tasks
- Worked with children of various abilities and backgrounds, including those with additional needs
- Collaborated with colleagues to create effective learning strategies
- Initiated a storytelling program by inviting a professional storyteller to the nursery
- Emphasized the importance of reading and individualized child development

June 2020 - Present | DessertBySamz-Baking | Business Owner

- Monitored industry trends to adapt offerings and maintain competitive advantage by, introducing vegan and gluten-free dessert options in response to growing dietary preferences
- Managed all financial aspects, including budgeting, forecasting, and financial reporting:
 - Developed quarterly financial reports to track performance, leading to a 10% reduction in unnecessary expenses.
- Created and implemented marketing strategies to increase customer engagement and sales, through launching a social media campaign that increased followers by 30% and boosted online orders by 20%.
- Ensured high-quality customer service and maintained strong client relationships, by implementing a customer feedback system to address concerns promptly, resulting in a 25% increase in repeat business

November 2017- December 2020 | Shining Stars Nursery | Practitioner

- Contributed to setting up an early years environment
- Assisted in developing and implementing nursery policies
- Participated in administrative tasks and planning processes
- Created display boards to enhance the learning environment

- Organized and optimized the layout of the nursery

October 2016- December 2016 | Poppy and Jack | Work experience

- Gained experience working with children aged 0-5 years
- Assisted practitioners with feeding and snack time routines
- Created and set up displays to enhance the learning environment
- Organized the nursery setting to ensure an optimal learning space
- Developed patience and understanding of individual routines and needs of children

October 2014 - June 2015 | Valley Primary School | Work experience

- Interacted with children and participated in daily activities to support their learning
- Enhanced communication, teamwork, and leadership skills through direct engagement with children
- Managed administrative tasks, including photocopying and filing important documents
- Organized and set up activities with the assistance of practitioners
- Prepared snacks and supervised children, promoting positive behavior and key goals like ‘good listening’ and ‘good sitting’
- Independently set up and led focus groups and circle time activities

April 2015 - 2024 | Al miftah (Islamic school) | Teacher

- Interacted with children from diverse backgrounds, teaching Islamic philosophy and modern developmental principles
- Guided children in their learning journey, preparing them for future steps
- Implemented various behaviour management strategies, including the traffic light system and warning cards
- Set high expectations and reinforced positive behaviour through rewards
- Promoted high standards and a supportive learning environment

Education:

2021-2022 - Apprenticeship - Team leader & Supervisor, Room leader

2019-2021 - Apprenticeship - Early years educator - Level 3

2018 - CPD Certified

EYFS Level 3 & 4

TA L2

Autism awareness diploma

Dyslexia diploma

ADHD diploma

SEND L2,3,4

2017-2018 - Apprenticeship - Childcare Level 2

2016-2017 - Bolton College - Childcare Level 1, First Aid Level 3

2014-2016 - Bolton College - Health & Social Care Level 1 & 2