# PERSONAL PROFILE

Well organised, committed, driven and a motivated individual. I have outstanding interpersonal skills. Renowned for being proactive, a versatile team member and being efficient when working in a diverse, professional and challenging environment. With the eagerness to learn new skills and take on further training to perform well in the organisation and help its profitability. I’m a dedicated individual who maintains a composed professional manner at all times, with proven expertise in leadership experience.

# EXPERIENCE

### FEBRAURY 2018 – PRESENT

## **SELLING ASSISTANT**, JOHN LEWIS

##

* Refer to the company’s visual merchandising ethos and meet company’s objectives
* Support in transaction and operations for loss prevention and stock management.
* First point of contact for customer support, exhibiting a professional manner to engage effectively with customers and colleagues, increasing sales by 15-25%
* Work effectively in a fast-paced, customer orientated environment
* Perform price and stock check using internal pricing system
* Using company’s software to consign, organise deliveries and analyse sales progress

### OCTOBER 2019 – JANUARY 2020

## **ACCOUNTS ASSISTANT (INTERNSHIP)**, MILLWOOD ACCOUNTING

* Preparing financial documents such as invoices, bills, and accounts payable and receivable
* Completing purchase orders
* Managing payroll
* Assisting with budgets
* Completing bank reconciliations
* Managing company ledgers
* Processing business expenses
* Entering financial information into appropriate software programs

### JANUARY 2017 – APRIL 2018

## **SPORTS COACH & BAR ASSISTANT**, DAVID LLOYDS

* Coaching and encouraging children in activities
* Increasing term holiday activity packages by 50%
* Taking leadership in group activities
* Contribute to achieve holiday active performance targets and KPI’s
* Hospitality for children’s parties
* Undertaking administrative tasks:
* Handle calls efficiently and accurately, ensuring CID’s was kept safely and securely.
* Delivers excellent customer service whilst building a loyal customer base.
* Maintaining stock levels to avoid shrinkage
* Assistance in transactions
* Supervising the bar

### JUNE 2016

### **ACCOUNTS ASSISTANT (WORK EXPERIENCE)**, JS GULATI & CO

* Shadow the company accountant in preparing and creating tax returns and managing incoming and outgoing, with the use of profit & loss accounts
* Shadowing the basics of bookkeeping
* Cross checking invoices and monitoring accounts payable
* Arranging company files
* Data input of company statements and receipts

# EDUCATION

### SEPTEMBER 2016 – JUNE 2019

**BUSINESS MANAGEMENT (FINANCE) WITH BUSINESS EXPERIENCE**, KINGSTON UNIVERSITY

**Result: Bachelor of Science with Honours Upper Second Class (2:1)**

**Relevant topics;**

Managerial Accounting (77%), Strategic Management (75%),Leading Change (73%), Financial Management (50%),Business Accounting (60%),Human Resource Management (62%)

### SEPTEMBER 2008 – JUNE 2015

### **HESTON COMMUNITY SCHOOL**

# A LEVEL: BTEC BUSINESS NATIONAL DIPLOMA LEVEL 3 DISTINCTION\* DISTINCTION

**GCSE’S:** 8 A\* - C

**SKILLS**

* **IT**: Capable user of Microsoft Excel, Word, PowerPoint, & Sage.
* **Time management skills:** The ability to manage multiple tasks simultaneously and work with minimal supervision. With the ability to coordinate and delegate tasks effectively. Adhering to deadlines and working on targets at short notice.
* **Communication skills:** Constant communication in customer service
* **Analytical Skills**: The ability to understand and analyse data accurately.
* **Problem Solving**: Able to comprehend both sides of an argument and compose an unbiased solution.
* **Fast Learner:** Ability to adapt quickly to new processes and to thrive under pressure. Capable to work towards deadlines and prioritise workload in high pressure environment.
* **Self-Motivated**: Constantly eager to learn on the job and go that extra mile.
* **Bilingual:** Fluent in English, Punjabi & Hindi

**RECENT ACHIEVEMENTS**

* CMI Level 5 Certificate in Management and Leadership
* Certificate in Accounting internship
* Employee of the month
* Most improved player of the season for football team
* Double’s badminton champions