**Akbar Ali Anjum**

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# Objective:

To obtain a position that will enable me to use my physical and mental skills, educational background and ability to work well with people.

# Experiences:

# Sales Team member at Sofa.com (House of Fraser, Oxford Street); Feb 2019 – August 2019

# Greeting and interacting with customers, showing them around the showroom and informing them about company’s products. Processing quotes and sales invoices, maintain the standards of the showroom and preparing daily and weekly reports as well.

# Brand Representative at Hollister (Brent Cross, London); Aug 2018 – Jan 2019

# Work at shop floor. Provide best customer service, deal with customers, operate tills, maintaining standards of shop floor etc.

**Cashier/Retail till operator and hospitality staff for Delaware North at Wembley & other stadiums – 2017-2018**

**Bookkeeping at CEJR Chartered Accountants – 2018 (3 months internship)**

Recording and reconciling bank statement and preparing VAT returns. Managing petty cash, checking and recording expenses. Create invoices and paying bills.

**Trainee Accountant, Anjum Art Press (Pvt.) Ltd.; – 2015-2016**

Basic Bookkeeping and Prepare accounting records under the guidance and supervision of accounting supervisors. Create invoices, paying bills and managing payables and receivables.

**International Customer Service Representative for Ibex Global – 2014-2015**

Taking down customer complaints, processing their product claims and making purchases for them. (part time)

**Volunteering at ‘The Citizen’s Foundation’ – 2014 (3 months)**

Educating, supporting and involving with activities underprivileged children.

**Volunteered as Head of Community service at The City School --(2012-2013)**

Organizing different fund events such as Bake sale, social events in order to raise charity for developing educational institutes and orphanage. Also worked in leadership and confidence oriented events organized by different colleges.

# Education:

* **Brunel University London**

BSc. Business Management (Accounting) Level 3 2017 – Present

* **OnCampus Coventry (Cambridge Education Group)**

International Foundation 2016 - 2017

# Skills:

* + Fiercely loyal, punctual and reliable
  + Enthusiastic learner
  + Great with computers
  + Seek help when unclear
  + Self-motivated and able to take initiative
  + Good at problem solving