**Gulfjobseeker.com CV No:** **874404**

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To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**Nationality: British**

**Visa Status: Student**

**Personal Profile:** I’m a hard working, driven and self -motivated person who can work in different situations and as part of a team or individually to overcome difficulties in a quick and effective way. I’m a reliable person with good communication and interpersonal skills. I am also able to adapt to new situations with confidence and creativity.

**Employment history:**

**• Telesales for BT (British telecom) – 1year half**

* Assisting with customer queries
* Making phone calls and enquiring information from customers
* Making sales
* Administration duties

**\* ING bank - Internship**

* Income and expenses accounts (Amex accounts)
* Bacs run
* Daily post
* Checking invoices
* Calling clients

**• Clarks shoes – 1year**

* Shop assistant
* Working in the stock room
* Working on the till

**• Best Tutors – 6months (Tuition School)**

* Assisting the teacher with the children
* Teaching Maths and English
* Clerical duties

**• Self employed Tutor - 1year**

Tutoring children after school and weekend with Math and English

**\* Banda Business Centre - 2years**

* Opening, sorting and preparing daily post for scanning
* Scanning and quality checking
* Matching and attaching relevant documents to letters
* Assisting with document retrieval and filing Data entry
* Carrying out other general administration duties as required
* Stock control/ stock order
* Making bookings online and over the phone.
* Checking emails and reporting back to manager
* **PA to a Businessman- 2 years (full and part time)**

My employer was a busy businessman who had businesses in Ghana, London, China, therefore he used to travel a lot.

I was his Personal Assistant and his first point of contact. My job role was:

- reading, monitoring and responding to the Owner’s email,  
- answering calls and handling queries,  
- commissioning work on the Owner’s behalf,  
- liaising with staff, clients, etc.,  
- managing the Owner’s electronic diary,  
- booking meetings,  
- organising travel,  
- conducting research on the internet,  
- preparing papers for meetings,  
- managing and reviewing filing and office systems,  
- typing documents,

* **Charles Benjamin Solutions- Currently (Investment company for carbon credits)**

Investment Consultant:

Cold calling about investment opportunities

Booking meetings

**Education History:**

* Elizabeth Garrett Anderson September 2000-June2005
* GCSEs in English Language (B), English literature (C), Maths (B), science (B), Citizenship(B), Religious Education (C), Business studies (B, B) I.T (B)
* Sir George Monoux College 2005-2008
* A levels in Accounting(C) BTEC National in Business (DM) BTEC Personal business finance (D)
* Completed a course with the Academy of Finance and was award a Distinction grade
* **I have just finished my 3rd year studying BA International Business and Arabic at Middlesex University.**

**Key Skills:**

**Interpersonal** - Good confident communicator and manages time well.

**Customer Services** –I am good with people, and in new situations, and working under pressure.

**Computer IT** - Good level of skills, good knowledge of Microsoft Words and Excel/Spreadsheets, Database using Microsoft Access, Microsoft PowerPoint and Internet/Intranet.

**Languages**- English, Somali and Arabic

I feel that I am a very trust worthy, sociable and loyal person. I am co-operative and a team player. I follow rules and instructions to the best of my ability. I always try my best and work hard in everything I do. I feel that I am quite confident in most things that I do.