



Aisha Khan

BA (Hons) Business Management | Final-Year Student

Location: Leeds, UK

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About

Final-year Business Management student with a strong academic background and practical experience in administrative support and data analysis. I have developed excellent organisational, communication, and problem-solving skills through part-time employment and university consultancy-style projects. I am seeking a graduate role where I can contribute effectively while continuing to develop professionally.

Experience

Administrative Assistant (Part-Time) – Professional Services Firm

2023–Present

- Provided administrative support to senior staff, ensuring accurate record-keeping and efficient scheduling
- Assisted with data entry, reporting, and document preparation using Microsoft Excel and Word
- Communicated professionally with clients via email and telephone

University Project Experience

- Conducted market research and produced a structured business report for a local SME
- Worked collaboratively within a team, meeting deadlines and achieving a high academic grade

Education

BA (Hons) Business Management – UK University
Expected graduation: 2026

Skills

- Professional communication
- Data analysis (Excel)
- Report writing
- Time management
- Team collaboration