

Noreen Akhtar
Burton
07809290019
R_aamir_786@hotmail.com

OBJECTIVES

A highly enthusiastic customer service professional with years of Client interface experience. An excellent communicator with a conscientious, enthusiastic, and committed approach in the workplace. Friendly and polite with the ability to relate to people at all levels. With a flexible and adaptable attitude and the ability to work under pressure and learn new tasks quickly and efficiently. Seeking a new role within a retail environment.

QUALIFICATION

- 2006, Paget High School, Burton on Trent, Staffordshire. Achieved good grades across the board including good grades in Maths and English.
- 5 GCSE at grade 4 (formally grade C)
- Currently enrolled in diploma course in University of Wales Trinity Saint David. January 2021-december 2021

PROFESSIONAL EDUCATION

- I have been counseling and working with the client centered environment in the retail industry
- I aspire to work closely with the management department and complete work in possible time given with my time management skills resulting to maintain decorum of the organization.
- I can contribute my experience and skills to ensure a superior relationship management with my excellent verbal communication skills.
- I have full preparation of IELTS, I have clear, expressive style of communicating and presenting.

EXPERIENCE

- **Care Assistant, Mears Care, Burton on Trent, UK**
January2017-March2020
- Helping with eating and personal care needs
- Organising entertainment
- Utilising personal skills such as organisation and a generally empathetic and caring nature to

ensure everything in their daily life ran smoothly

- Reference: enquiries@cqc.org.uk
- **January 2016- December 2016- I took a career- break to have a baby.**
- **Checkout Assistant, Morrison's** **April2014-December2015**
- I was fully trained and worked on Morrisons check-out for 2 – years. I would scan items and take cash or card payments. I would tell customers about latest offers and generally promote the store.
- Reference: Info@morrisson.co.uk
- **July 2009-March 2014 I was not in any paid work. I was unemployed at that time.**
- **Sales Assistant, Boots, UK** **January2008-June2009**
- Advising Customers on various products, taking cash and card payments, refunding faulty goods, dealing, and resolving customer's complaints.
- Reference: admin@boots.co.uk

SKILLS & ABILITIES

- Strong interpersonal skills
- Excellent organisation skills
- Flexible and adaptable to the changing needs of a company
- Excellent time management skills
- Strong team player, capable of training others
- Can demonstrate accuracy and attention to detail

INTERESTS

- Public speaking
- Debating
- Arts and crafts

My expertise include excellent presentation skills and verbal communication.

BIO-DATA

Nationality	British
Marital Status	Married
Religion	Islam
Languages	Urdu English

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Dear Hiring Manager,

Tesco PLC

Thank you for the opportunity to apply for the sales assistant role at Tesco PLC. After reviewing the job description posted. It's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I have more than 1 year experience in the retail industry. I have been working very closely with the sales department as a sales person myself and for some time as over the counter cashier. I had have been into many training programs which elaborates the strategies to enhances the sales of the season. Considering the job description I believe I will be the right person as a sale assistant.

I am an adaptable professional who has been consistently praised as hardworking by my peers. Over the course of my career, I have developed proven communication, interpersonal, and management skills which I hope to leverage into the sales assistant role at Tesco PLC. After reviewing my resume, I hope that you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at **07809290019** or via email at R_aamir_786@hotmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Noreen Akhtar



Sales Assistant

Salary

£24,000-30,000 Per annum

Tesco head office

Falcon Way,

Shire Park,

Welwyn Garden City

Hertfordshire,

AL71TW

If you are looking for permanent well paid position, which can provide you many opportunities for future development and growth, if you looking for position where you can gain some hands - on experience into a profession and supportive teams this position is perfect for you.

Tesco PLC is looking for professional, innovative and passionate individuals with great interpersonal, leadership and organizational skills to join our team in our head office in Welwyn garden city on position "sales manager". As sales manager you are going to support the customers with either concern in buying our products and also have a close look on the sales of the company.

Check out our ideal candidate criteria and if you think you are suitable and have all the skills needed apply now.

Ideal candidate

The ideal candidate for the "sales manager" in Tesco must have the following skills, experience and qualification.

- At least 5 GCSE at grade 4(formally grade C) or above to include mathematics and English
 - At least one year experience in the retail industry
 - Should have good understanding of people's need
 - Ideal candidate should keep calm under pressure.
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