

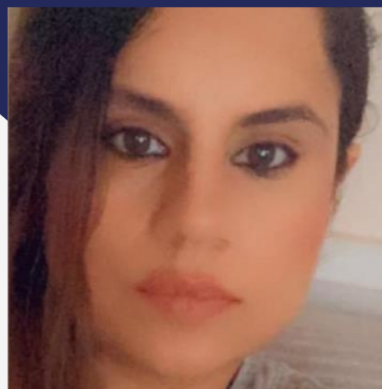


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Position of Store Manager
send your CV and a cover letter
explaining why are you best fit for the
job at info@ikeajobs.com

NEELAM AKRAM

store manager



Work Experience

- August 2016 till December
Customer sales advisor-Web Help (EE)
- October 2009 till December 2016
Cafe Assistant - Wm Morrison Supermarkets
- October 2008 - September 2009
Shop Assistant - Premier Jagpal's

REFERENCES

Department Manager
Mrs Tracy
Wm Morrison's
Wellington Road
Burton on Trent
Staffordshire
DE14 2AR
Tel: 01283543311

Course Leader
Mrs Sue Wainwright
Wm Morrison's
Wellington Road
Burton on Trent
Staffordshire
DE14 2AR
Tel: 01283543311

Hard Skill

Hard Working



Decision maker



communicative



Profile

I believe that I am an intellectual and conscious individual who is constantly looking to set challenges for myself so I can seek more knowledge. I am a quick learner who is always aiming to achieve my targets and willing to adopt a flexible approach to my employer's demands, where I am able to develop myself further. My work is of a high standard whether am working individually or as part of a team and can be seen as a reliable and dependent team member. I have got very good references due to my hard work and determination to succeed in life. My attendance and punctuality have always been near 100%.

Contact Person

Phone 07864865443
Mail : neelam.akram@live.co.uk
Address 127 victoria crescent , Burton on Trent , Staffordshire, de142qq

Education

:Health and Social Care BTEC National Diploma Level 1 **2009 - 2010**
(PASS)
De Ferrers Specialist Technology College , St Mary's Drive, Burton-On-Trent . **2002 - 2008**
Health and Social Care Level 2 (DISTINCTION) **2007 - 2008**
ICT (DISTINCTION)
Entry Levels: English (2), Maths (2), Science (3) **2005 - 2006**
GCSE's: Urdu (D), Art (E), Child Development (E).

Neelam Akram

07846865443

To,

The HR Ikea UK

Getting along with clients and staff is something I am good at and have developed further by working at Morrison's. I am a friendly and approachable person who works towards the highest standard. I am more than competent in using various Microsoft Office packages and can work on my own initiative when needed as well as part of a team. I have very good communication, numeracy and IT skills and most importantly I am of a caring nature and see myself in this field of work.

When working as a Customer Sales Advisor the main skill for this job role is being able to work well within a team and being able to multitask, also bringing a positive, friendly character in the working environment, I ensure I have great organization skills and time keeping as this is key. Meeting targets and objectives at set time scales is something I am working hard to achieve. My statistics are currently good and I am making good sales for the company.

In the absence of the cafe manager, it has been my duty to ensure that the cafe is running smoothly. By ensuring that all staff are aware of their job roles and duties. I am also first aid trained so were there may be a case of first aid treatment required in the whole store, I will be called were I am needed. I have also done the appropriate training for the pharmacy so if they need back up staff I will be called as and when needed.

Ordering stock and filling the shop, dealing with damaged and expired stock, cleaning and date checking as well as maintaining the shop, receiving telephone calls, dealing with customer complaints and refunding products. The above mentioned qualities assures that I will be better option for the designation advertised. I'd be looking forward for the reply. I can be easily reached at 07846865443. Looking forward for the reply.

Neelam Akram