

Shazia Akhtar

59 Ettington Road Aston Birmingham B6 6ES

Mobile: 07432608345 **Email:** shaziaakhtar23@gmail.com

Personal profile

I am a reliable, hard working individual who is capable of working independently, as well as working together with others as a team. I work very well under pressure and I am able to prioritise my work and ensure deadlines are met and have a positive attitude towards my work. I am able to handle any task that is set, regardless of its complexity and when it should be completed by. I am interested in working at a children's nursery as I enjoy looking after children.

Education and Qualifications

Washwood Heath Technology College/GCSE:

- Mathematics, D
- English, C
- Science, E
- Art, B

Sutton Coldfield College/Health & Social Care:

- Edexcel Level 2 BTEC – First Diploma (Merit)
- Cultural diversity in Health and Social Care (Distinction)

Golden Hillock Campus College/Art & Design:

- BTEC Level 2 – First Diploma (Distinction)
- Edexcel BTEC Level 2 Diploma (Merit)

Work experience/Hair and Beauty Salon:

- Arranging appointments over the phone
- Organising hair products
- Helping other staff members
- Involvement in introducing new products and services
- Dealing with customer queries

Personal Skills:

- Good English and creative art skills
- Proven sales and negotiation skills
- Punctual and well presented
- Well organised, eager to learn and pro-active
- Good listener and respond politely with a positive attitude
- Open minded and non-judgmental
- Attention to details
- Adaptable to new situations
- Able to work under pressure and deliver results according to deadlines
- Self-motivated and good written communication skills

References provided upon request

Shazia Akhtar

Cover Letter

I am a dedicated, hard working individual who is determined to give children a good beginning in life by working in in a nursery, as a nursery teacher. I have always had the passion to work with children and use different techniques to teach them the basics of the English language and Mathematics. Children need a good start in life and I having good teachers who are passionate about teaching and taking care of children is very essential to their mental growth and well-being. I have an understanding of children and I am able to deal with their different attitudes and try to make them understand the rules and regulations.

Having children of my own, I have ample experience of taking care of children in different situations because children are always experiencing a range of emotions. Children are sensitive and you need to work with them to understand how they feel and this will help you to react in a way where you are helping the child to understand the situation better. Children go through a range of emotions such as anger, happiness, excitement and sadness and I am able to deal with the children when they are going through such emotions. I have a passion for helping children to progress in their lives and build their foundations in life. Nursery is the place where children make their initial connections and meet their first teachers in life. Teachers in nursery are the first adults that children see on a daily basis and I would be a teachers who would put the safety, well-being and happiness of the children first.

Working in a nursery would give me the chance to be able to pursue my dreams and work with children in an environment where they excel in their future life. Having the best start in nursery with great teachers will allow me to feel like I am helping young minds create great futures. I enjoy looking after children and calming them down when they are going through high emotions. I am devoted towards following rules and regulations in an organisation and I would work perfectly in a nursery. By understanding the rules and regulations of a company, employees would need to understand why they are following regulations. I have experience in following rules and regulations and I know that to be a good employee, the rules need to be understood and follow and the children need to be safeguarded. Safeguarding children is essential in institutions and I will be able to follow any safeguarding rules and regulations because I know that the safety of children is of the utmost importance.