

Alesha Ahmed

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Swansea, SA1 3TY

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Dedicated and driven person bringing top strengths in balancing multiple responsibilities, communication and organising workflows. Customer-focused. Enthusiastic helper with a good grasp of customer service. Friendly and motivated team player. Energetic and reliable person skilled with working with a diverse group of people.

Skills

- Interpersonal communications
 - Schedule management
 - Organisation and efficiency
 - Stocking shelves
 - Confident communicator
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Experience

Cancer Information & Support Services Ltd / Volunteer
October 2019 - December 2019, Swansea

- Maintained up-to-date department organisational chart.
 - Exceeded specific team goals and resolved issues by partnering with staff to share and implement programme initiatives.
 - Tagged, organised and stored items
 - Worked with the department and helped to coordinate interdepartmental interactions to streamline and enhance company efficiency.
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Education

Olchfa Comprehensive School / GCSEs
September 2016 - June 2021, Swansea

- English A
 - Welsh, Welsh Bacc, Science and Maths B
 - Business D
 - Public services Distinguished
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Languages

- English (Native)
 - Bengali (Basic)
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