

Ayesha Sumar

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PROFILE

A conscientious, enthusiastic, approachable and well-organised individual with varied work experience based in administrative and travel sectors. Trustworthy and hard-working. Enjoys people, and builds relationships with clients easily. Reliable, prompt and courteous, resourceful and optimistic. Takes care over any duties undertaken whilst managing deadlines and being aware of correct procedures. Willing and quick to learn new skills and appreciates training opportunities.

Key skills:

- Able to plan, prioritise and manage time effectively; solution focused
- Good communication skills; able to build relationships quickly
- Attention to detail; developed in managing visa applications
- Trustworthy; held responsibilities as key holder and depositing cash
- Flexible and quick to adapt to new settings and follow new procedures
- Positive attitude; always willing to 'go the extra mile' to get the job done properly

CAREER HISTORY:

Primark slough

Retail assistant 17/11/2019 present (weekend only)

Khidma Charity, Slough

General Assistant (present)

- Preparing food and distributing to homeless people
- Providing support and encouragement

AK Travels, Slough

Visa Operator

- Specialising in administering Visas for India and Saudia Arabia and NICOP Cards for Pakistan
- Managing Money transfers and banking deposited cash
- Scanning documents, answering and sending emails; aware of accuracy and time-critical data

City College, Slough

Receptionist

- Key holder; responsible for opening college
- Scanning and copying documents in an organised and timely manner
- Compiling student files
- Answering calls and directing callers / visitors to appropriate personnel / place

Oxfam Charity Shop, Slough

Administrator

- Responsible for completing the online stock update

Training and Qualifications

East Berkshire College: ECDL Level 2 (Excel, MSOffice) GCSE Maths

Holiday Inn: Customer Service Level 1

St Mary School: ABC Reading Mentor

Thomas Gay Centre: Functional Skills Maths Level 1

College in Pakistan: Business Administration Batchelor Level

Interests

Socialising and meeting people, cooking