



Meena Tokhy

I have a passion for fashion and beauty and I would love to work in an environment where I can explore this further.

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Languages

English (Native)

Persian (Native)

About

With a strong foundation in customer service and a deep passion for fashion, I excel in fast-paced retail environments. My role as classroom manager has sharpened my capabilities in team collaboration and maintaining high standards of management.

BRANDS WORKED WITH

Bentley Wood High School

GP Surgery

LEARNING LABS LIMITED

Experience



● Sales assistant

GP Surgery | Nov 2022 - Nov 2022

I shadowed receptionists at a busy GP. Therefore, I am familiar with the day-to-day tasks of a receptionist and their responsibilities. I was involved with helping out the receptionist carry out some of their admin tasks such as organising the calendar, audits, and filing important documents.

● Tutor and Classroom Manager

LEARNING LABS LIMITED | Oct 2022 - May 2023

As a Classroom Manager and Tutor at Learning Labs, I help students achieve their academic goals in various subjects, including maths, science, and English. I design and deliver engaging and effective lesson plans, tailored to the needs and levels of different groups and individuals. I also manage the operations and logistics of the classroom, ensuring a safe and conducive learning environment.



● Private Tutor

Bentley Wood High School | Nov 2021 - Apr 2022

I tutored GCSE students in biology and chemistry, this entailed creating resources for topics they struggled with e.g. powerpoints, worksheets, and marking exam questions. I worked with groups of up to 6 people and sometimes I tutored 1-1. I improved my communication skills and the ability to explain complex concepts in simpler terms.



● Lunchtime Supervisor

Bentley Wood High School | Nov 2021 - Feb 2022

I worked as a lunchtime supervisor, managing students' behaviours whilst they were out of lessons e.g. ensuring there wasn't unnecessary traffic in important areas of the school e.g. fire exits, ensuring the students were in their designated areas, reporting any misbehaviour or health and safety issues to the teachers

Education & Training

2023 - 2024 ● KING'S COLLEGE LONDON

Bachelor of Science in Neuroscience,

2015 - 2022 ● Bentley Wood High School

A-Level or equivalent,

