



Jaima Shah

Sales Assistant

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Languages

English

About

With two years of retail experience, I excel in customer service, stock management, and visual merchandising. Proficient in transactions and styling within high-end luxury and high street sectors, I adapt quickly to diverse settings, ensuring operational efficiency and customer satisfaction across various product categories.

BRANDS WORKED WITH

- Bright Network Internship Experience
- Cancer Research
- Collins Pharmacy
- Harrow Home Care
- Heath Robinson Museum.Retail
- Museum of Brands
- Norwood Charity Shop
- Primary School(The Pegasus Trust) ,Classroom
- Sue Ryder Charity Shop
- Supply Room
- Treetops Holiday Clubs,Playworker
- Visiting Angels Middlesex(June)

Experience

● Assistant ,Pinner

Heath Robinson Museum.Retail | Jan 2024 - Now

- Welcoming customers, engaging with them and providing information about the museum and its collection.Selling museum merchandise .processing cash and electronic payments.Opening the till.Visual merchandising ensuring shop floor is presentable and attractive.The museum skills gifts such as jewellery,artwork postcards,books and other hand-made items.

● carer

| Jan 2023 - Jan 2024

Preparing and cooking meals an housekeeping



● Teaching Assistant

Supply Room | Jul 2022 - Mar 2023

- Supporting the class teacher and individual needs of the students day-to-day
- Participating in a range of lessons from classroom to games helping with social development.



● Volunteer/ Museum Assistant

Museum of Brands | Nov 2022 - Jan 2023

- Setting up for school / college / university visits and preparing re-sources.
- Welcoming customers, engaging with them and providing information about the museum and its collection.Selling museum merchandise and refreshments processing cash and electronic payments. Administrative tasks such as filing and answering and directing phone calls promptly and politely to marketing and learning departments.

Teaching Education July 2022-October 2022

- Worked with a Ofsted Good rated school in Harrow
- Participating in a range of lessons from classroom to games helping with social development within year 2.

● Playworker

Treetops Holiday Clubs,Playworker | Aug 2022 - Sep 2022

- Providing excellent customer service to the parents and preparing activities and games for the children.I also had duties to supervise with setting up food preparation ready for serving to the children,Completed food hygiene training online .

● Assistant

Primary School(The Pegasus Trust) ,Classroom | Aug 2021 - Feb 2022

- Supporting the class teacher and individual needs of the students day-to-day.
- Participating in a range of lessons from classroom to games helping with social development .Within year 3 .
- Safeguarding children ensuring they are safe at all times
- Completed administrative tasks such as scanning and photocopying worksheets for classes. Supervised with lunch duty ensuring tables were clean.

● Summer Intern Business ,Marketing and Operations

Bright Network Internship Experience | Jan 2021 - Aug 2021

Learned about Branding,Digital Marketing and how to create a marketing plan for business Start ups and networked with Google and BBC..

● Sales Assistant Volunteer

Sue Ryder Charity Shop | Jun 2021 - Aug 2021

- Provided excellent customer service and good interpersonal skills
- Using card and cash payment systems with average sales of about £150 pounds a day
- Stock management labelling items and visual merchandising to make store attractive

● Fundraiser

Cancer Research | Jan 2021 - Feb 2021

Raised 30 pounds for cancer research by creating social media posts using canva and learnt how to create a Facebook fundraising page.

● Volunteer Marketing Assistant

Visiting Angels Middlesex(June | Jan 2020 - Dec 2020

- Scheduling and planning engaging social media content for Facebook and Instagram ,creating stories and social media posts to increase online awareness such as tips,about us,quotes and festival posts ,as a result gained over 500 followers on instagram.

● Sales Assistant Volunteer

Norwood Charity Shop | Jun 2018 - Dec 2020

- Keeping up-to date with the latest fashion trends selling brands and had average sales of about £150 pounds a day
- Achievements: Nominated Unsung Heroes Award 2018 and 2019

● Sales Assistant

Collins Pharmacy | Apr 2014 - Apr 2014

Duties include: -Handled customer queries face-to-face

- Gained training on serving customers with their purchases, filling shelves, expiry date checking and supporting other staff.
- Here dealing with customers and other staff. I was part of a team to deliver maximum profits.

● Service Administrative assistant

Harrow Home Care | Aug 2013 - Apr 2013

people. I did filling, stacking shelves and other business administrative work and was trained

Education & Training

2023 - 2024

● The college of Haringey

AAT Level 2 Certificate in Accounting,

2017 - 2020

● University of Hertfordshire

BA Business and Human Resource Management (Pass),

2014 - 2017 ● **Stanmore College**

BTEC Extended Diploma in Business Level 3 BTEC Extended Diploma in Business Level 2,

2009 - 2014 ● **Claremont High School**

7 GCSEs including Maths (C) and Science(C),,