

Adriana Ragozi-na

Personal Assistant

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Languages

Russian

English

About

I am a dedicated retail professional, experienced in quality assurance and stock management. My roles at Pilgrims Pride and The British Heart Foundation enhanced my customer service skills and ability to work under pressure. I'm adaptable and proficient in high street womenswear, accessories, and footwear sales.

BRANDS WORKED WITH

DNK CEILING

Pilgrims Pride

Queen Elizabeth Hospital

THE BRITISH HEART FOUNDATION (VOLOUNTEERING)

Experience

● PERSONAL ASSISTANT

| Oct 2023 - Now

Logo creation Creation of growth plan: defining target audience, performing customer segmentation, expansion opportunities Creating a SWOT analysis scheduling meetings and appointments forwarding monthly financial statements to accountant 2022-PRESENT

● KEY OPPEERATIVE

Pilgrims Pride | Jan 2020 - Jan 2022

Directly participated in the quality and quantity assurance stages of the products alongside 4 people team members, enhancing my eye for detail and ability to work effectively in group scenarios Enhanced ability to work efficiently under pressure and maintained high quality packaged products despite dealing with 3,000-20,000 packets/day. Cautiously checked each package to ensure zero damage to each packet , reducing the number of returns Filling out relevant paper work, Conducting regular hourly product tests, assisting team , training new employees

● STORE ASSISTANT

THE BRITISH HEART FOUNDATION (VOLOUNTEERING) | Feb 2020 - Mar 2020

Replenishing stock in the store Pricing Items Arranging displays by colour Rotating daily stock on manequin Daily rotating stock Assisting customers in sizing Organising stock Receiving donations 2020

INDEPENDANCE MATTERS
STUDENT HELPER

Assisting service users in activities of interest Accompanying Care workers on day trips Assisting in tailored food preparation Reporting to manager of difficulties Educating service users about their chosen activities 2019

● Student helper

Queen Elizabeth Hospital | May 2019 - Jun 2019

Shadowing doctors and nurses
Communicating with patients
Translating for patients
Distributing food to patients
Changing bedding after patients are discharged

Education & Training

2020 - 2021

● The College of West Anglia

ACCESS TO BUSINESS,

2019 - 2020 ● College of West Anglia
BUSINESS AND ENTERPRISE,

2018 - 2019 ● College of West Anglia
GCSE,