



# Syed Kabir

I graduated in 2016 with a BA Business management degree.

I have worked in numerous front facing roles, delivering great customer service, making sales and I also have experience with administrative duties.

I am a great team player and have an enthusiastic and proactive work ethic.

I am also available for work immediate.

📍 London, UK

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## Links

[LinkedIn](#)

## Languages

English (Fluent)

## About

Successfully achieved a Business Management degree from the University of Westminster, with knowledge of business and entrepreneurship. Strong communication and team working skills developed through previous employment. An enthusiastic and pro-active individual who is always up for a new challenge and enjoys being a part of a diverse environment.

### BRANDS WORKED WITH

- Selfridges
- Topshop Topman
- Travelodge
- Trim & Tuck Carpets Ltd
- UK College of Business and Computing

## Experience



### ● Sales Assistant

Selfridges | Sep 2022 - Now

Pimes Agency - Working at Selfridges in various different departments including the Fragrance Hall, Food Hall, Modern Casual Menswear, Confectionary, Skincare and Accessories.

Being a team player with a positive can-do attitude.

Delivering excellent customer service while maintaining friendly relations with customers.

Self motivated when reaching targets in different departments.

### ● Administrative Assistant

Trim & Tuck Carpets Ltd | Oct 2021 - Aug 2022

Liaising with accounts and chargeable via face to face, email and telephone.

Gaining product knowledge and using it to my advantage to make sales.

Arranging viewings, creating cutting plans and providing quotes and invoices.

Making orders of carpet and other materials, based on the cutting plans I have created.



### ● Night Receptionist

Travelodge | Apr 2021 - Oct 2021

Managed to acquire this role while facing the employment struggles from the pandemic.

Position was based on tills and customer service, dealing with payments, refunds and click and collect.

Providing great customer service while adhering to all health and safety requirements due to the great number of children within the store.

### ● Sales assistant

Topshop Topman | Dec 2018 - Mar 2020

Worked as a Christmas temp initially and then was offered a permanent job.

Worked on tills, dealing with cash and card payments and ensuring customers are satisfied with their purchases.

Paid attention to detail when it came to cash payments, completing cash checks, student ID checks for student discount and in addition checking faulty price tags.

### ● Receptionist/ Student Advisor

UK College of Business and Computing | Jul 2017 - Nov 2018

Professionally managed the reception area while dealing with student enquiries in person and via phone.

Booked in AAT exams accordingly and participated in invigilating the exams.

Effectively became acquainted with the use of a software called SITs to regularly monitor student absences.

## **Education & Training**

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- 2013 - 2016 ● **University of Westminster**  
Bachelor of Arts, Business Management
- 2011 - 2013 ● **Sir John Cass Sixth Form College**  
DD, M, Business and Enterprise
- 2006 - 2011 ● **Bethnal Green Academy**  
BTEC, GCSE, Business (Pass), 5 GCSE's (C)