

Mohammed Abdul Muhit

Warehouse Assistant

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Languages

English

Bengali

About

A reliable, hardworking and punctual individual, looking for opportunities to learn new skills. Experienced in a variety of customer-focused roles, including Hotel House Keeping. A capable and motivated person who enjoys working to a high standard.

BRANDS WORKED WITH

Felix project

Idea Store – Watney Market

Next-Retail

Sir John Cass Sixth Form

Spotlight Café

Tavistock Hotel

Tower Hamlet's Valeting Enterprise

Experience

● Warehouse Assistant

Felix project | Jul 2022 - Jun 2023

- Working for a charity supplying surplus food to various food banks in London.
- Preparing orders in a timely manner, ensuring that the correct items were sent out for delivery.
- Accurate reporting of orders and any missing/misplaced stock.
- Working as a team to ensure the smooth running of the warehouse.

● Room Attendant

Tavistock Hotel | Sep 2017 - Jan 2018

- Worked as part of the housekeeping team.
- Communicating with guests and colleagues.
- Cleaned and made up to twelve guest rooms daily.
- Took up linen porter duties during Christmas period.
- Arranging cleaning stock and cataloguing supplies.

● Library Assistant

Idea Store – Watney Market | Mar 2015 - Jul 2015

- Communicating with customers and colleagues.
- Supporting the team.
- Providing excellent customer service.
- Following the Health and Safety procedures.
- Shelving, collecting and organising books.
- Using Idea Store software (Open Galaxy) to complete book transactions.
- Helping to run rhyme time sessions for the children's group every morning.
- Preparing hot drinks for people who attended the book club and making them feel welcome.
- Ensuring books were returned to the right stores.

● Barista/Waiter

Spotlight Café | Feb 2014 - Feb 2015

- Delivering excellent customer service.
- Preparing and serving hot or cold beverages.
- Cleaning and sanitising work premises, seating areas, utensils, equipment.
- Assisting customers in all their needs and enquiries to guarantee full consumer satisfaction.
- Completing daily duties, such as stock deliveries, stock replenishment and stock control.
- Operating the till and completing transactions with customers.
- Preparing and serving fresh sandwiches and following food safety guidance.



- **Sales Assistant (Temp)**

Next-Retail | Jun 2014 - Aug 2014

- Serving customers on the till.
- Greeting customers who enter the shop.
- Maintaining a tidy environment on the shop floor.
- Keeping the stock room tidy and organized.
- Dealing with telephone customer queries.

VOLUNTARY WORK EXPERIENCE

- **Cleaner**

Tower Hamlet's Valeting Enterprise | Dec 2011 - Jan 2012

- Polishing exterior of the vehicle including windows and bodywork.
- Cleaning and dressing the wheels and tyres.
- Cleaning the interior of the vehicle including windows and mirrors.
- Removing rubbish from vehicle.

- **Office Administrator**

Sir John Cass Sixth Form | Jun 2010 - Jul 2010

- Filing letters to the correct department.
- Attending meetings and communicating with students and members of the public.
- Arranging appointments and writing reports to the department office.
- Finalising school timetable for the next academic year.

Education & Training

2014 - 2015 ● **Tower Project**

Level 1 Award Food Safety,

2010 - 2013 ● **TOWER HAMLETS COLLEGE**

Edexcel BTEC Level 1 Diploma Business Administrator (QCF),

2005 - 2010 ● **Sir John Cass Secondary School Red Coat**

Level 2 Applied Science Diploma,