



Tazil Ibrahim

Admin Assistant

📍 Harlesden, London NW10, UK

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Languages

English (Fluent)

French (Basic)

About

Motivated and enthusiastic individual currently pursuing a Level 2 Business course in London, showcasing a commitment to ongoing learning and development. Familiar with event planning and administration tasks, has developed organisational and time management skills. Wishes to excel in customer service and develop strong sale techniques, skills important in the Business world. Available for both retail and hospitality opportunities in a dynamic, fast-paced work environment.

BRANDS WORKED WITH

VSL Solicitors Ltd

daresaturdayplaygroup

Experience

● Carer

daresaturdayplaygroup | Apr 2024 - Now

- Developing and implementing IEPs tailored to each child's specific needs and abilities, ensuring they receive appropriate educational support.
- Providing instruction in academic subjects, life skills, and social skills, often using specialized techniques and materials.
- Managing and supporting positive behaviour, addressing behavioural issues, and implementing behaviours intervention plans
- Coordinating and sometimes providing various therapies such as speech, occupational, and physical therapy, often in collaboration with other professionals.
- Facilitating effective communication, which may include using assistive technology or alternative communication methods for non-verbal children.

● Admin Assistant (Work)

VSL Solicitors Ltd | Jan 2024 - Feb 2024

- Performed administrative tasks, such as document printing, scanning, handling phone calls, and managing email correspondence.
- Drafted and sent professional letters and emails to clients, proofreading all communications before sending them.
- Maintained both physical and digital filing systems and onboarded new clients, categorising their cases accordingly.
- Created a comprehensive daily log, detailing all completed tasks and activities undertaken throughout the day.

Education & Training

2024

● Westminster Kingsway College

Level 2 Diploma in Skills for Business,

2024

● Westminster Kingsway College

GCSE Maths,

2024

● Westminster Kingsway College

Level 1 in Functional Skills English,

2023

● Capital City Academy

BTEC Level 1/Level 2 First Award in Sport,

2023

● Capital City Academy

GCSEs,

