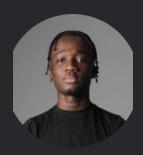
## Dvveet



# Tazil Ibrahim

Admin Assistant

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Harlesden, London NW10, UKPortfolio linkPortfolio file

## 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.
- $\bullet$  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,

