



Gunveen Kapur

Project Assistant / Coordinator
Sales Assistant/ Marketing Associate

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Languages

English (Native)

Hindi (Native)

Panjabi (Native)

Urdu (Fluent)

Persian (Work Proficiency)

About

Fully flexible & ready to start asap. Don't hesitate to ask for more details as these are not all the jobs I've worked :)

BRANDS WORKED WITH

Baker | Southern CO-OP

Debenhams

Disaronno Originale

Henkel

Lindt & Sprüngli

Lovisa

MC Donald's

M&S

Nightingale House

NLET Academy

SEP Events

Stint

Unitemps

Experience



● Brand ambassador

REL Field Marketing | Jan 2021 - Now

- Promoting and up selling products.
- Communicating with customers.
- Answering queries.
- Memorising facts and figures about the brand.

● Baker/Shop assistant

M&S | Feb 2022 - Jun 2023

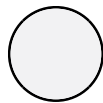
- Ticketing and pricing merchandise.
 - Solving customers' problems and queries.
 - Restocking and packaging items.
 - Till handling and refunds
- Stock in take and transfers



● Stylist

Lovisa | Jun 2022 - Nov 2022

- Promoting and upselling items.
- Filling in progress sheets and banking forms.
- Using the tills for returns, exchanges etc.
- Styling customers with appropriate wear.
- Working in a busy environment.



● Sales Assistant

Debenhams | Aug 2020 - Aug 2021

- Ticketing and pricing merchandise.
- Solving customers' problems and queries.
- Counting huge amounts of money from the till.
- Restocking and stocking items.
- Working efficient during busy periods

● Care Assistant

Nightingale House |

- Communicating with care residents and staff members.
- Planning timetables and activities for care home residents.
- Cleaning furniture and replacing faulty machinery.
- Promoting the care home through the use of IT and verbal communication.
- Discussing ways to improve and giving ideas for the wellbeing of the care home.

● Crew Member

MC Donald's |

- Wiping and clearing tables.
- Stocking up items in the kitchen.
- Using the tills and taking payments.

- Communicating with customers.
- Working in a fast-paced environment

- **Customer Service Assistant/**

Baker | Southern CO-OP |

- Baking and packaging goods.
- Stock checks and delivery.
- Using the tills to take payments.
- Communicating with customers.
- Using Pay-point to pay customer electricity bills.

- **Waitress/Back**

Stint |

- Cleaning tables and chairs
- Running food and drinks
- Using dishwashers
- Taking payments

- **Events associate**

SEP Events |

- Traffic control
- Directing customers
- Handing out maps
- Answering questions



- **Brand ambassador**

Unitemps |

- Taking part in talks in relation to my studies
- Directing customers and handing out maps
- Answering customer queries
- Promoting and upselling

Tour Guide UON

- Making groups and directing them
- General knowledge conversations
- Answering customer queries
- Remembering facts and dates

- **Teaching Assistant**

Henry Whipple Academy |

- Working with SENs students
- Lesson planning and delivering
- Committing to deadlines
- Remembering facts and dates
- Disciplining students when needed

Education & Training

- **University of Nottingham**

Film and Television BA Honors Degree,

- **Lampton Academy**

A Levels,