

# Maryam Mayat

Representative

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## Languages

English

## About

I have strong organisational skills from roles at Walthamstow Library and Connaught School for Girls. Experienced in customer service, assisting customers, supporting team tasks efficiently, greeting clients, store maintenance, and product labelling. Adaptable to various retail environments with flexibility in tasks and schedules.

### BRANDS WORKED WITH

- Walthamstow Library
- Connaught School for Girls

## Experience

- **volunteer**

Walthamstow Library | Aug 2022 - Aug 2022

pm Customer Service Assistant:

Main Duties: Creating activities for children Filing and organising books Assisting Parents with queries Front Desk assistance Promoting and registering library memberships Working as part of a team Supporting Colleagues with general tasks



- **Student's Representative**

Connaught School for Girls | Sep 2017 - Jun 2022

Providing Parent's tour of the school Good communication with parents/pupils to encourage them to join the school. Student charity representative Attending meetings to provide pupil feedback to SLT staff Presentation to the whole school pupil and staff Organising presentations to present to the whole school to get help from different charities. Answered questions from staff and visitors.

Student receptionist Deliver important documentation to the staff Welcomed parents/ guests and answered any questions they had about school Delivered any notes/information to students left by their parents. Answering parent/ other pupils' questions over the phone.

## Education & Training

2022 - 2024 ● **Leyton Sixth Form College**

Applied Diploma criminology,

2017 - 2022 ● **Connaught School for Girls**

GCSE,