



# Reecha Pathak

Sales Assistant

Ilford, UK

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## Languages

English

## About

I am a creative enthusiastic and reliable person, with a diverse range of customer service, retail and administrative experience. Strong and effective organizational and communication skills. Good team player and able to use own initiative to achieve company objectives. Very keen on building a prospective career in administration and customer service.

### BRANDS WORKED WITH

- 99p Stores
- Adams Kids
- British Heart Foundation
- Co-operative Foods,Parsons
- Loxford Childrens Centre,Ilford
- "Time Cash & Carry"

## Experience

### ● Volunteer Support Assistant

Loxford Childrens Centre,Ilford | Apr 2016 - Nov 2023

- Filling
- Dealing with telephone enquiries
- Volunteer Support Assistant Loxford Childrens Centre,Ilford 7th April 2016- 3rd Nov
- Setting up and clearing away play activities for children
- Assisting with meal & song time
- Working with parents to engage children in play activities,for example reading,painting,role play and outdoor activities

Replenishment team member



### ● Vounteer assistant

British Heart Foundation | Jul 2021 - Oct 2023

### EMPLOYMENT

### ● Sales Assistant

99p Stores | Aug 2023

Serving Customers on the checkout. Meeting Daily extra sales targets to increase company profits. Re-shelving stock and providing excellent customer service. Keeping store clean and tidy at all times.

### ● Sales Assistant

Co-operative Foods,Parsons | Dec 2008 - Jul 2009

Serving Customers on the checkout

### ● Administrative Assistant// Warehouse assistant

"Time Cash & Carry" | Feb 2007 - Mar 2008

Answering Customers and Suppliers phone calls Data entering customers and suppliers into in-house database Arranging stock deliveries with suppliers Shelving stock in warehouse Operating and serving customers at the checkout



### ● Sales Assistant

Adams Kids | Nov 2006 - Feb 2007

(Christmas Temp)

Helping the customers to find the right products Replenishing stock around the store Keeping the floor clean and tidy

# Education & Training

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2016 - 2017 ● My Distance Learning  
Level 2,