



Repon Rajwan

Security Officer

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Languages

Bengali

English

About

I have extensive retail experience, excelling in product merchandising, inventory management, and customer issue resolution. Adaptable and proactive, I aim to leverage my skills in temporary sales associate roles, with a passion for high street fashion and accessories.

BRANDS WORKED WITH

- G4S
- Gap
- T-Mobile
- West Ham Stadium

Experience

● Security Officer

G4S | Jun 2021 - Jan 2024

- Developed and implemented a Disaster Recovery Plan to ensure the continuity of business operations.
- Cover team leader when the team leader is away from office and making sure the health and safety of team members in the office.
- Emergency first Aider being in front line for any emergency that arises.
- Conducting Fire/Panic alarm tests every week and submitting reports on the pda phone.
- Open/Close Site and reporting any faults to management.



● Stockroom Assistant

Gap | Nov 2013 - Sep 2020

- Developed and implemented store merchandising plans for optimal product placement
- Unloaded and stocked merchandise from delivery trucks, ensuring accuracy and timeliness
- Organized and maintained store inventory from stock loss.
- Resolved customer complaints and disputes in a professional and timely manner
- Assisted customers with product selection and answered product-related questions.
- Processed product returns and exchanges in compliance with company policies



● Sales Consultant

T-Mobile | Sep 2012 - Nov 2012

- Developed and implemented an effective sales strategy that led to an increase in sales revenue.
- Utilized sales techniques and strategies to build customer relationships and close sales.
- Helping customers with any faults on phone and resolving problems by calling up customer service.
- Hitting targets whilst letting customers know on new promotions.

● Security Officer

West Ham Stadium | Aug 2022

- Developed and implemented policies and procedures to ensure compliance with industry standards and regulations
- Monitored and analyzed network traffic for suspicious activity and took appropriate countermeasures when needed
- Developed an incident response plan to quickly respond to security incidents and minimize damage
- Developed and implemented a Disaster Recovery Plan to ensure the continuity of business operations

Education & Training

- **TOWER HAMLETS COLLEGE**

ICT Level 1 (Dida) (Pass),,

- **Bow Boys Secondary School**

GCSE,,