



Armiya Haider

ADMINISTRATIVE ASSISTANT
FASHION DEGREE

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Languages

English (Native)

Urdu (Native)

About

With a strong foundation in fashion styling and luxury retail, I excel in sales targets and customer service at renowned outlets like Superdrug and ALL SAINTS. Proficient in basic English, my experience spans high street to luxury categories, ensuring exceptional client advising and upselling skills.

BRANDS WORKED WITH

Superdrug

ALL SAINTS

ARSENAL FOOTBALL CLUB

Experience

● Administrative Assistant

Newbridge Upper School | Jan 2024 - Mar 2024

As an administrative assistant at Newbridge Upper School, my role encompassed a wide array of responsibilities vital to the smooth functioning of daily operations. An aspect of my duties involved meticulously managing invoices and orders, ensuring accuracy and timeliness in financial transactions.

Beyond financial tasks, I played an essential role in maintaining efficient communication channels within the school, facilitating effective coordination between faculty, staff, and external stakeholders. Additionally, I provided indispensable support to administrative personnel, handling tasks with precision and professionalism, and contributing to the cohesive functioning of Newbridge Upper School's administrative framework.

● Administrative Assistant

Gilbert Colvin Primary School | Oct 2023 - Dec 2023

Working as an administrator and receptionist at Gilbert Colvin Primary School required a diverse skill set and a friendly demeanor. Being a successful professional in this role allowed me to have effective communication skills, organisational prowess, and the ability to multitask in a dynamic environment. Also allowing me to build a positive relationship with students, parents, and staff contributes significantly to creating a welcoming and supportive atmosphere within the school community.

● Exam Invigilator

Lister Community School | May 2023 - Jun 2023

- Demonstrated reliability and responsibility in following exam instructions.
- Exhibited attention to detail and effective communication skills.
- IT and administrative skills.
- Good organisational skills.
- able to work as a member of a team.
- an ability to adhere to rules and regulations.
- to think clearly and make correct decisions in the event of an emergency in the exam room.



● Fragrance Advisor

Superdrug | Aug 2022 - Apr 2023

- Engaged in customer relations, utilising fashion degree to introduce luxury perfumery brands.
- Successfully met sales targets through convincing and persuasive communication.
- Provided seamless customer service, building customer loyalty.



● Sales Associate

ALL SAINTS | Oct 2019 - Jan 2020

- Styled customers with luxury garments, building positive rapport.
- Learned about diverse customer styles and preferences.
- Handle customer inquiries, concerns, and returns with professionalism

and courtesy.

- Collaborate with team members to achieve sales targets and contribute to the overall success of the store

- **Retail Assistant**

ARSENAL FOOTBALL CLUB | Jul 2018 - Jun 2022

- Gained retail experience, leading and confidently engaging with customers.
- I absorbed a range of skills, Ownership, taking the lead and being confident when engaging with the customer, body language, making eye contact with each customer and keep a maintained smile and remaining positive as it is a well-remembered experience for each customer.

Education & Training

- 2019 - 2022 ● **University of the Arts London – London College of Fashion**
Bachelor of Arts,
- 2016 - 2017 ● **Westminster Kingsway College**
BTEC Level 3 UAL Fashion Design & Textiles,