

Halima Rahman

Team Lead - Cloud Team

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Languages

English (Native)

Bengali (Fluent)

About

With experience at The Shoe Store and leadership skills from ISRA FASHION, I thrive in fast-paced retail environments. My versatile skill set includes merchandise handling, customer service enhancement, and all core sales associate duties.

BRANDS WORKED WITH

Hr Captures

ISRA FASHION

Rivergate Tuition

The Shoe Store

Experience

● Admin Assistant

Hr Captures | Nov 2023 - Jun 2024

- Provided vital support to meet business needs for a photography and video company.
- Managed phone calls and emails, handling inquiries promptly and professionally & scheduled appointments for clients, prioritizing customer satisfaction.
- Supporting the management team by dealing with urgent queries and organizing teamwork load

● Teaching Assistant/Tutor

Rivergate Tuition | Oct 2022 - Jul 2023

- Recording and keeping a log of students' work and making sure that work is up to date; this included organising folders and making sure they include the right content, which are then ready for students.
- Providing help and support to students with their academic work and multi-tasking by marking students' work in the time set.
- Building a bond with the students at the centre to create a warm and caring atmosphere ensuring that they are learning and gaining useful knowledge.

● Customer Team

Isra Fashion | Feb 2022 - Aug 2022

- Being a friendly and approachable member of the team.
- Making sure the customers are happy with our service.
- Making sure all equipment is organized and kept neat at the end of the day.
- Cash handling

● Sales Assistant

The Shoe Store | Oct 2023 - Apr 2024

- Managed store opening and closing & maintaining accuracy in cash handling procedures.
- Comprehensive training covering areas such as handling deliveries, meticulous stock maintenance, and accurate stock counts.
- Implemented sales strategies to drive business revenue and meet sales targets.

Education & Training

2022 - 2024 ● **New City Sixth Form College,**

BTEC Level 3 I.T, I.T Predicted: DM

2017 - 2022 ● **Eastbury Community School**

GCSE: 7 A -C,