

# Alisha Meraj

Retail Assistant

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## Languages

English (Fluent)

Bengali (Fluent)

## About

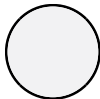
With hands-on experience as a Shop Assistant at Zarkan of London, I excel in customer service, product arrangement, and transaction handling. Flexible and adaptable to various retail environments, I ensure an engaging shopping experience while maintaining store standards.

### BRANDS WORKED WITH

New Capital Estates

Zarkan of London

## Experience



### ● Admin Assistant - Part Time

New Capital Estates | May 2022 - Aug 2023

Welcoming clients and visitors with a friendly and professional demeanor Handling phone calls and emails, addressing inquiries and guiding to the appropriate team. Keeping customer database updated, ensuring accuracy in the information. Scheduling appointments, property viewings, and meetings for the lettings team Prepare and distribute documents for management and team members. Maintaining office supplies and equipment inventory Various administrative tasks like filing, photocopying, and scanning documents. Assist in organizing and coordinating property listings, online ads, and promotional materials.

### ● Retail Assistant

Zarkan of London | Sep 2021 - Apr 2022

Assisting customers in selecting products Arranging display sarees and assisting with inventory/restocking Handling transactions accurately Resolving customer complaints professionally Maintaining store cleanliness

## Education & Training

### ● Beal High School

A- Levels,