

Nosrat Nisad

Enthusiastic student, multilingual, customer-focused, with diverse retail and educational experience.

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Languages

- Bengali
- Hindi
- Italian
- English
- Urdu

About

Experienced retail professional with a proven track record in customer service, sales goals achievement, and store aesthetics. Skilled in product selection assistance, transaction processing, and inventory management. Adaptable to dynamic environments and eager to contribute to retail teams.

BRANDS WORKED WITH

- University of Greenwich
- Enan Karim Ltd
- DAY LEWIS PHARMACY
- Southern primary school.

Experience



● Administrative Assistant

University of Greenwich | Nov 2023 - Now

- Carry out a variety of administrative duties, including data entry, maintaining records, and handling student inquiries.
- Assist with organising events and activities at the university.
- Support the instructors and staff to keep things running well on a daily basis.
- Maintain confidentiality and accuracy in handling student records and information.
- Manage appointments and scheduling, arranging meetings and ensuring efficient time management.
- Handle communication via email, phone, and in-person, providing timely and accurate information to students, staff, and visitors.

● Retail Assistant

Enan Karim Ltd | Jan 2023 - Sep 2023

- Assisted customers with product selection, providing knowledgeable and friendly service.
- Contributed to the overall performance of the shop by meeting and surpassing individual sales goals.
- Complied with retail requirements and maintained a neat and appealing store layout.
- Accurately processed transactions, handling cash, credit, and returns
- Assisted in inventory counts and ensured stock levels were maintained.

● Pharmacy Assistant

DAY LEWIS PHARMACY | Aug 2022 - May 2024

- Assisted pharmacists in preparing and dispensing medications accurately and efficiently.
- Provided exceptional customer service, answering queries, and advising on over-the-counter medications and health products.
- Managed inventory, including stock replenishment and organization of pharmacy supplies.
- Conducted administrative tasks such as data entry, record keeping, and handling prescription documentation.
- Ensured compliance with health and safety regulations and maintained a clean and organized workspace

● Private Tutor

| Jun 2021 - Nov 2023

- Provided one-on-one tutoring in subjects such as maths, english and science, helping students improve their academic performance.
- Developed personalized lesson plans and learning strategies tailored to individual student needs.
- Monitored student progress and adjusted teaching methods accordingly.

- Communicated regularly with parents to provide updates on student progress and address any concerns.
- Built strong, supportive relationships with students, fostering a love of learning and academic confidence.

● **Teaching Assistant**

Southern primary school. | Jan 2020

- Assisted teachers with classroom management and instructional support, ensuring a productive learning environment.
- Supported individual students and small groups with learning activities and assignments.
- Helped prepare educational materials and resources for lessons.
- Monitored student progress and provided feedback to teachers.
- Fostered a positive and inclusive classroom atmosphere.

Education & Training

2023 - 2024 ● **University of Greenwich**

MPharm Degree,

2021 - 2023 ● **St Bonaventure's sixth form**

A-Levels,

2017 - 2021 ● **EASTLEA COMMUNITY SCHOOL**

GCSEs,