



# Alishba Mushtaq

Teaching Assistant

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## Languages

Punjabi

Urdu

English

## About

With a proven track record at Asda Romford, I excel in fast-paced retail environments, ensuring high-quality customer service and order fulfilment. Adaptable and committed, I thrive in enhancing customer satisfaction across various retail categories, including womenswear and menswear, aiming to contribute positively to any team.

### BRANDS WORKED WITH

Asda I Romford

Hive

Gascoigne Primary School• Eastbury Primary School

## Experience

### ● Home Shopper

Asda I Romford | Jan 2022 - Now

Provided guidance and advise in choosing ideal products to meet needs of customer. Picked items for customer orders with focus on piece quality. Followed company standards and paid careful attention to customer requests. Worked in a highly fast paced environment to prepare orders and minimise product damage. Constantly working under time pressure and ensuring customers receive orders on time. Responded to enquiries and resolved complaints and issues. Provide good customer service to promote repeat business. Adhered to company policies and specific customer instructions. Helped customers obtain specialised help for refunds and exchanges. Prepared orders for customers with wrapped, bagged and boxed items. Engaged customers to enhance in-store experience and provide outstanding customer service.



### ● fundraiser

Hive | Aug 2021 - Aug 2021

Charity Fundraiser

Delivered charity events to maximise donations. Raised awareness of charity. Conveyed organisation vision, mission and programmes to potential donors to form partnerships. Inspired new supporters to raise money, while maintaining relationships with current supporters. Raised awareness of charity by communicating to the local public and creating a good relationship with the community.

### ● Teaching Assistant

Gascoigne Primary School• Eastbury Primary School | Mar 2021 - Jun 2022

Helped teachers with lesson plan development, class preparation and student mentoring. Organised and distributed learning materials, ensuring students received relevant homework, textbooks and classroom supplies. Supervised students in wider school environments, offering reliable dining room, library and playground support. Supervised students to maintain adherence with health and safety requirements, inside and outside classroom environments. Developed and nurtured excellent relationships with students and staff, enhancing positive learning environments. Provided safe, stimulating classroom environments to maximise student engagement and attainment. Maintained child safety, security and good behaviour during classroom and outdoor activities. Delivered additional learning support opportunities to small student groups, enabling improved academic confidence. Monitored children in spaces between classes, keeping disruptions to minimum. Provided 1:1 learning support to SEN students.

## Education & Training

2022 - 2024

### ● University of Westminster

Fashion Marketing and Promotion,

2020 - 2022 ● **Eastbury**  
1 AS level,

2015 - 2020 ● **Eastbury Community School**  
8 GCSEs,