



# Mohamed Ali

Enthusiastic

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## Languages

English (Native)

Arabic (Native)

German (Basic)

French (Basic)

## About

Experienced Sales Assistant with a background at JD Sports Fashion. Skilled in customer service, cash handling, and stock management. Fluent in English, Arabic, French, and German. Passionate about dynamic retail environments and delivering excellent customer experiences.

### BRANDS WORKED WITH

JD Sports Fashion

jacob Investment and Trade

## Experience

### ● Retail Sales Assistant

JD Sports Fashion | Sep 2017 - Jul 2018



### ● VOLUNTEER

FARA Charity Shops | Jul 2016 - Jul 2017

Volunteered in a charity shop.

-Worked in a Visa applications office.

Practical Skills

-Problem solving skills.

-Numeracy skills.

-Written and verbal communication skills (built up through essays, presentations and coursework during my time at school).

-Self-motivation and ability to take the initiative.

-Ability to work well under pressure.

-Able to take on responsibility (given extra responsibilities at school in the form of co-ordinating school after-school clubs and helping at lunchtime).

-Able to try and fix things.

Interests & Achievements

-Successfully completed the D of E bronze award.

-Participating in the basketball after-school training.

-Joined the top leaderboard for Vocab Express challenge.

-I participated in the Mosaic Enterprise challenge workshop.

-Currently take part in the after-school debating society.

Transferable Skills Determined, Focused, Competitive, Observant, Punctual, Organised, Problem solver, Decisive

### ● Secretary

jacob Investment and Trade | Jul 2020 - Oct 2022

Maintaining an efficient and well-organised filing system for easy storage and retrieval

• Taking care of all correspondence, including telephone calls, emails, and faxes

• Screening documents, booking meeting rooms, setting up conference calls and taking messages

• Maintaining general company record systems to uphold accurate files.

• Scheduling appointments and organising meetings

• Taking and distributing minutes

• Creating and proofreading documents and drafting emails

• Copying, printing, and distributing documents

• Taking care of routine clerical tasks, such as the ordering of office supplies

Planning and organising with good attention to detail

## Education & Training

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- 2018 - 2023 ● **University of Medical Sciences and Technology**  
Bachelor of Medicine in Medicine,
- 2015 - 2017 ● **Northolt High School**  
GCSE in English- A,
- 2015 - 2017 ● **Northolt High School**  
GCSE or equivalent in Arabic- A,
- 2015 - 2016 ● **Northolt High School**  
GCSE in Maths- A,