

Aaiyma Rana

Assistant Manager

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Languages

English

Urdu

Punjabi

Hindi

About

With 8 years in the fashion industry, I've mastered customer service and thrived at London Fashion Week. Experienced in sales marketing and administration, I'm passionate about bringing high-quality service to diverse retail environments, fluent in English, Urdu, Punjabi, and Hindi, ready to elevate your team's success.

BRANDS WORKED WITH

Casting Talent

Dunya News

Honeybees ASC

LFW

Selfridges & Co

Tehxeeb London

TMO Talent Management

Experience



Assistant manager

Casting Talent | Jan 2024 - Mar 2024

- Developed loyal and highly satisfied customer base through proactive management of team customer service strategies.
- Established clear budgets and cost controls strategies to meet objectives.
- Analyzed and resolved complex resource management issues for optimised scheduling.
- Drafted procedural statements and guidelines for company-wide use.
- Managed over 50 customer calls per day, or "Increased sales by 10%.
- Motivated management and staff teams to consistently deliver high quality, customer-focused service.

Administrative manager

| May 2023 - Oct 2023

- Represented organisations at seminars, conferences and business events.
- Led and managed administrative staff to maintain smooth daily operations.
- Instituted and built dynamic team of astute and successful administrative professionals to help support all corporate growth and productivity objectives.
- Audited office supplies to minimise waste and control expenditures.
- Streamlined processes to improve and optimise office operations.



Backstage assistant

LFW | Feb 2023 - Feb 2023

-London Fashion Week (Worked with Management, Designers, Makeup Artists, and Models) -Collaborated closely with management, designers, makeup artists, and models during London Fashion Week. -Assisted with backstage organization, ensuring smooth line-up and coordination of events.



Assistant Manager/Sales Assistant

Tehxeeb London | Aug 2022 - Jan 2023

- Organising team schedules, handling staff issues and authorising vacation annual and sick leave

Play Worker

Honeybees ASC | Feb 2022 - Aug 2022

Television Journalist

Dunya News |

- email and in-person to deliver accurate service information.
- Monitored inventory needs and worked with procurement team to facilitate supply chain operations.

• Created and maintained safe, creative and stimulating environment for children's play. Television Journalist. Duniya News

Education & Training

2016 - 2020 ● **London Fashion Academy Mayfair**

Masters;

2012 - 2015 ● **London College of Contemporary Arts**

Bachelor of Science,