



# Myah Savjani

Exams Invigilator

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## Languages

English (Native)

## About

With six months of high-pressure retail experience at Nando's and Pizza Express, I excel in customer relations, teamwork, and efficient service delivery. Adaptable and thriving in dynamic environments, I'm skilled in cash handling, order processing, and maintaining store efficiency.

### BRANDS WORKED WITH

- ES MEDIA GROUP
- Park High School
- Pizza Express
- Nando's
- Eye Level Learning Centre
- Grimshaw Architects

## Experience

### ● HR/Accounts Assistant

ES MEDIA GROUP | Aug 2023 - Sep 2023

- Provided HR admin support, including data entry and document control.
- Assisted in generating starter, leaving, onboarding paperwork and monthly payroll preparation.
- Managed purchase ledger and sales ledger invoices for multiple group companies, using QuickBooks accounting system, ensuring completeness via supplier statement reconciliations and sales report generation.
- Assistance in preparation of month end closing including support in preparation of accruals and prepayments.



### ● Finance Team

Grimshaw Architects | Jun 2023 - Jul 2023

- Maintained and filed all incoming invoices from suppliers.
- Approved and recorded supplier invoices using CMAP accounting system.
- Approved and processed expense claims and prepared payments for authorisation using project management software.



### ● Exams Invigilator

Park High School | Apr 2023 - Now

- Ensured students abided by rules of the examination hall and practiced correct exam conditions.
- Demonstrate keen observation skills to detect and prevent any potential breaches of exam protocol, maintaining a vigilant presence throughout the examination period.
- Maintain high level of professionalism, fostering an atmosphere of trust and impartiality among candidates and staff.



### ● Waitress

Pizza Express | Sep 2022 - Mar 2023

- Processed cash, credit card and voucher payments using POS terminals.
- Developed strong teamwork and communication skills through effective collaboration with colleagues.
- Taking customer orders in a timely manner, ensuring delivery of an efficient and prompt service to customers.



### ● Team Member

Nando's | May 2022 - Sep 2022

- Completed opening, closing and shift change tasks in full to promote store efficiency.
- Thrived in a high-pressure work environment, delivering customer orders with care and attention to detail.
- Used strong communication skills to build positive customer relations, maintaining excellent service and reputation.

- **English and Math Tutor**

Eye Level Learning Centre | Oct 2019 - Sep 2021

- Focusing on numeracy and literacy skills development for children aged 5-11, often in a group and individual setting.
- Responsible for marking, teaching, and supervising groups of children, ensuring their overall wellbeing.
- Used face-to-face and Zoom to teach students on different platforms, providing convenience in learning.

## **Education & Training**

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2021 - 2024

- **University of Nottingham**

Bachelor of Arts , English Language and Literature

2019 - 2021

- **St Dominic's Sixth Form College**

A-Levels: AAB in History, Economics and English Literature,

2014 - 2019

- **PARK HIGH SCHOOL**

GCSE, 5 8s, 3 7s, 2 6s