



Saarah Patel

Operations Assistant

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Languages

English

About

As an adaptable Operations Assistant at Tomb Raider Live Experience, I excelled in customer service and inventory management. My skills also extend to multitasking as a receptionist for Fine Tutors and serving beverages at CaFÉ, demonstrating flexibility across varied retail environments.

BRANDS WORKED WITH

- CaFÉ
- Fine Tutors
- Tomb Raider Live

Experience



● Operations Assistant

Tomb Raider | Aug 2023 - Now

My dedication to my part-time employment reflects my ability to balance an academic and social life. My current position working at Tomb Raider Live Experience includes many responsibilities whilst working front of house, such as being in charge of providing exceptional customer service to customers as well as ensuring a smooth guest experience. I manage ticketing, guided visitors through the exhibits and addressed any enquiries upholding the highest standards of visitor satisfaction. Working back of house, on the other hand, I was in charge of managing inventory and organising equipment for expeditions. This position demanded strong interpersonal skills and a passion for delivering a memorable experience to Tomb Raider enthusiasts.



● Receptionist

Fine Tutors | Oct 2021 - Jul 2023

To gain experience, I worked as a receptionist for a tutoring company called Fine Tutors. My work involved being in charge of the administration and accounts for a tutoring company. This helped me improve my ability to do multiple tasks at the same time and manage my time efficiently.



● CaFÉ |

• Barista - Prepared and served hot and cold beverages such as espresso drinks and teas, at café from crisis. Redesigned the coffee menu for improved readability and always maintained a clean and organised workplace enabling my colleagues to locate resources and products.



● Marketing Assistant

Action Sustainability |

office. Was able to access a range of websites, including Xero, Hootsuite, Excel, Canva, and