



Zakiya Akhtar

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Languages

English

About

Passionate about exceptional customer service, I excel in dynamic retail settings. My top skills include adaptability and effective communication, ensuring positive experiences for customers whilst cultivating a harmonious team atmosphere.

Experience



● High Grade Tuition (admin)

High Grade Tuition | Sep 2023 - Nov 2023

- Contributed to the creation of instructional materials such as work-sheets, practise tests and reference guides
- Helped with administrative activities at the centre, including scheduling, record keeping, and contacting parents and guardians/ managing phone calls
- Managing tuition fees / events

Education & Training

2023 - 2024

● Mulberry UTC

levels: Psychology, Digital Media,

2018 - 2023

● ST PAUL'S WAY TRUST SCHOOL

6 GCSEs,