

Amina Mahmood

Retail Sales Assistant

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Languages

English

Urdu

About

I'm a diligent and hard-working individual who has recently completed A-Levels acquiring a deep understanding of the accounting basics and business. I'm a collaborative individual who can communicate with people from different backgrounds, and I am a reliable team player.

BRANDS WORKED WITH

JD SPORTS - LAKESIDE SHOPPING CENTRE

Miss Aysha Khan

Mr Khalid Arabi

Experience

● Retail Sales Assistant

JD SPORTS - LAKESIDE SHOPPING CENTRE | Dec 2021 - Now

- Accepted and processed over 200 cash, cheque, card and mobile payments using POS systems per day.
- Consistently delivered revenue and performance KPI targets through outstanding retail service and sales abilities.
- Enhanced visual merchandising by maintaining replenishment and presenting items according to style guides.
- Managed till operations by promptly and precisely scanning items, processing payments and issuing receipts.

● Retail Assistant

Mr Khalid Arabi | Sep 2019 - Mar 2020

- Processed sales, exchanges and refunds daily
- Handling customer queries
- Organising stock to ensure the company's visual standards of store are met
- Met customers and helped with selecting merchandise and purchases, which increased sales by 10%

● Receptionist

Miss Aysha Khan | Mar 2019 - Sep 2019

- Greeting/welcoming the clients to the salon
- Answered over 20 phone calls a day
- Organised stock
- Managed bookings and cancellations
- Carrying out clerical duties (printing/scanning)

Education & Training

2021 - 2023

● Havering Sixth Form

A-Levels,,

2021

● Marshalls Park Academy

B-C,