
Fathia Khatun

Mobile: 07984537668

Email: fatiha.khatun@hotmail.com

PERSONAL PROFILE:

An extremely positive and hardworking individual, who can stay focused and motivated. Responsible, reliable and take great pride in all my work. Can work both independently and in a team which has been proven from past work experience and volunteering. I have a keen interest in personal development and the capacity of adapting to any environment. I am a fast learner who is keen to learn, share expertise and to develop a career.

KEY SKILLS AND ATTRIBUTES:

- **Communication** – can create active and useful relationships with colleagues and customers in own organisation and outside agencies.
- **Leadership** – can listen to everybody's opinions and use their contributions to meet set deadlines, also I can work collaboratively and effective as a member of the team.
- **Responsibility** – show responsibility, through organizing and planning own work systematically, paying attention to detail and ensuring work is completed accurately and on time.
- **Time keeping** – utilise my time efficiently, to ensure all my tasks meet company standards, also time keeping is very important to me as I know that this is vital to being able to work efficiently.

EDUCATION:

LONDON METROPOLITAN UNIVERSITY

(September 2015 – July 2018)

Graduated in Accounting and Finance – BA(Hons)

Completed - 2:1

NEWHAM SIXTH FORM COLLEGE

(September 2013 - June 2015)

AS LEVEL'S: (All Passes)

A LEVEL: (All Passes)

Btec Diploma: (Distinction)

SARAH BONNELL SECONDARY SCHOOL

(Sept 2008 – June 2013)

Attained GCSE's in the following subjects:

Maths – A	Geography – B
English Literature – C	Religious Studies – A
English Language – C	Media Studies – A
Core Science – B	Spanish – C
Additional Science – C	Citizenship – C

WORK EXPERIENCE:

VAULTX UK (Cash Processor) – Kings Cross

(October 2018 – Current; Sun, Mon and Tues – 12Hrs x3)

- Identification of cash discrepancies and appropriate reporting to Team Leader/Supervisor
- Reconciling cash transaction
- Ensure work is processed in a suitable timescale to meet customer specific processing deadlines
- Amalgamation of cash counted to complete a daily balance
- Compliance with cash processing procedures
- Other daily duties as delegated by Team Leader/Supervisor/Manager
- Identification of counterfeit notes and inputting it onto the system
- Maintain a clean and tidy work environment, adhering to the secure waste procedures

TRIPLESAVE CHEMIST LTD (Pharmacy Assistant)

(July 2020 – February 2021)

- *Managing inventory*
- *Accurately counting, dispensing and labelling medication based on the prescriptions*
- *Checking prescriptions*
- *Providing the best customer service*
- *Answering phone calls and processing payments*

B&M STORES (Cash office and Till Supervisor)

(May 2019 – September 2020)

- *Manage all till staff*
- *Authorising refunds and exchanges*
- *CCTV checks*
- *Balancing tills at the end of the shift*
- *Ensuring the safe has been balanced and all tills are equal*
- *Making sure everything has been completed by the end of the shift*

CANARY WHARF POST OFFICE (Customer Service)

(July 2018 – October 2018)

- Maintain financial records and balance daily transactions
- Sell products and offer the best services for customers regarding mails
- Affix the correct postage on letters and parcels
- Certify documents
- Pay out benefits and pensions
- Ensuring customers do not mail prohibited and restricted items
- Checking and sending passport and driving license applications
- Accept bill payments
- Using MoneyGram; helping customers send and receive their money
- Work in a fast pace and control queue's

CW Post Office
5 Chancellor Passage
E14 4PA
03456112970

NEWLOOK (RETAIL – Sales Assistant)

(March 2017 – November 2017)

(Beckton Store – May 2018 – September 2018)

- Greeting customers
- Giving advice and guidance on the products available

New Look
Unit 2528 - 2030

- Being on the lookout for shoplifters while on shop floor
- Keeping the store tidy and clean
- Being responsible for processing cash and card payments
- Working within established guidelines, particularly with brands
- Ensuring fitting rooms are presentable and running sufficiently
- Part of the service team and completing KPI's

Westfield Shopping Centre,
Stratford, E20 1EQ
02082214150

BURTON MENSWEAR (RETAIL – Sales Assistant)

(July 2015 –March 2017)

- Replenishing stock
- Giving advice and guidance on the products available
- Being on the lookout for shoplifters while on shop floor
- Keeping the store tidy and clean
- Being responsible for processing cash and card payments
- Working within established guidelines, particularly with brands
- Keeping up to date with special promotions and putting up displays

Burton Menswear
Unit 2009-2010,
Westfield Shopping Centre,
Stratford, E15 1XA
02085195198

REFERENCES AVAILABLE UPON REQUEST
