

TASNIM KHATUN

Poole BH12 3NZ

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A friendly, hardworking and enthusiastic individual with the ability to learn new tasks. A responsible independent young woman who is able to work on own initiative and also with a team.

SKILLS

- Creative Mindset
- A quick and adaptive learner.
- Able to contribute effectively to a team effort
- Active listening
- Keen interest in learning new skills
- Interpersonal skills
- Communication skills
- Creative thinking
- Time management
- Social media management
- Event promotion

WORK EXPERIENCE

Marketing Assistant

Business Women In

February 2022 to Present

- Supporting marketing managers and leaders
- Assisting with the management of brand marketing initiatives
- Developing and implementing marketing campaigns
- Updating company social media accounts

Social Media Content Creator

FREELANCE

October 2021 to March 2022

- Working under a Freelancer; Created social media content for clients using Canva.
- Scheduling and writing valuable captions using Later.com.

Waitress — *Taste of Bengal*

NOV 2020 - OCT 2021

- Working as a team - Relaying orders back to the kitchen staff and explaining routes or customer house/road specifics to the delivery drivers for hard-to-find addresses.
- Packing orders - Getting orders ready for collection and deliveries. Ensuring customers receive their meal within the time specified.
- Money Handling - Collecting cash and card payments from customers and delivery drivers. Also giving the delivery drivers the correct change (in case customers do not have the right amount) when they go on delivery.
- Face to face interaction with customers - Greeting customers in a friendly and professional manner. Taking their orders and answering any questions they may have.
- Preparing bills/orders - Writing down takeaway orders on order slips in a clear and concise style. Making sure all changes to set meals are easy to understand.

Barista — *Starbucks 23.5*

Degrees

MAR 2019 - AUG 2021

- Face to face interaction with customers - Greeting customers in a friendly and professional manner. Taking their orders and answering any questions they may have.
- Preparing bills/orders - Writing down drink orders and preparing food for hand off to customers
- Going the extra mile - Occasionally recommend, select and help extra shots, pastries and drink recommendations based on their needs and desires.
- Packing orders - Getting orders ready for Uber deliveries. Ensuring contents of the order is packed securely and ready for hand off
- Cleaning- Sanitising café areas, dishwashing cups & plates & collecting stock out back for co-workers.

Production Worker — *Lush*

Manufacturing

MAY 2018

- Assisted the production of manufacturing and packing of bath products - Bath products consisted of bubble bars, bath melts, soap and bath bombs.
- Digital fulfilment - Picked and packed products for international and nationwide orders made online on business website and third-party websites.

Sales Assistant — *Tesco*

DEC 2017 - MAY 2018

- Customer Service - Greeting customers in a friendly and professional manner. Smiling and keeping eye contact with customers.
- Operating on the tills - Accurately handling cash and card transactions. Making sure that the service provided is efficient and mirrors the customer's speed.
- Going the extra mile - Occasionally recommend, select and help locate or obtain merchandise for customers based on their needs and desires.

EDUCATION

Arts University Bournemouth

Commercial Photography

SEPT 2020 - JUN 2021

UAL Level 3 Diploma Art & Design *Photography*

SEPT 2018 - MAR 2020

Art & Design: D**

Poole High Sixth Form

SEPT 2017 - MAR 2018

AS Photography B

Extended Project Qualification (EPQ) B

Poole High GCSEs

AUG 2017

English Lang 7

English Lit 6

Mathematics 5

History A

Spanish B

Biology B

Chemistry B

Physics B