**Numaan Maroof**

numaanmaroof016@gmail.com

**PERSONAL PROFILE:**

I am a hardworking, self-motivated, young person keen to find work. I am friendly and personable with excellent communication skills. Being highly organised I can meet deadlines and targets with ease. I work well as part of a team and on my own initiative, proactively seeing what needs to be done and going that extra mile. I manage to complete all tasks to a high standard even when working in high pressure environments. I believe in being both punctual and flexible. I put my heart into what I do and thrive on a challenge. In short, I believe I have the right training and attitude to bring continued success to your team and am willing to undertake any training required.

**ADDITIONAL SKILLS / TRAINING:**

* Good IT skills (Microsoft Word, Excel and PowerPoint).
* Experience of photoshop and video editing
* Excellent Customer Service and Communication Skills
* Teamwork and leadership Skills
* Highly motivated and organised
* Flexible, punctual and dedicated
* Ability to work efficiently and meet targets
* Awareness of Health and Safety

**EDUCATION / TRAINING/ QUALIFICATIONS:**

**Bradford College 2019 – Present**

**GCSE’s Predicted Grades**

* Maths 4
* English Language 4
* English Literature 4
* Digital Media Pass into level 2

 **Passed grades**

 **• Motor Vehicle Passed into Level 2**

**EMPLOYMENT / WORK EXPERIENCE / VOLUNTEERING:**

**McDonalds (Bradford Rooley Lane). March 2022 – Present**

**Role: Employee**

**Duties:**

* **Making the food**
* **Heating up buns for food on line**
* **Prepping vegetables**
* **Grilling beef**
* **Frying chips and chicken**
* **Cleaning up the shop floor for close**
* **Dealing with different batches at once**

**Subway (Bradford) February 2021 – February 2022**

**Role: Employee**

**Duties:**

* **Making Sandwiches/Subs**
* **Serving customer**
* **Receiving payments from customers**
* **Prepping frozen meat**
* **Prepping vegetables**
* **Prepping up machinery for use**
* **Closing the shop**
* **Counting money before closing**

**Premier housing letting agency (Bradford) July 2020 – January 2021**

**Role: Employee**

**Duties:**

 **•** Filing

 **•** Recording Invoices in ledgers and on the system

 **•** Delegating phone calls

 **•** Keeping my work environment clean

 **•** Going on viewings with clients

 **•** Chasing people for rent

 **•** Signing keys in/out

**Deli Fresh Takeaway (Bradford) September 2019 – March 2020**

**Role: Waiter/Chef**

**Duties:**

**•** Setting and Clearing tables  **•** Handling customers with any problems with their food

 **•** In charge of making milkshakes for customers

 **•** Cooking the grilled steak

 **•** Making sauces and

 **•** Moving all the stock from the main van into the back

 **•** Setting up all the drinks(Cans)

**Shanice’s Restaurant/Takeaway (Wakefield) May 2019** **– June 2019**

**Role: Waiter**

**Duties:**

* Dealing with Customer queries on the phone and face to face
* Seating customers
* Plating up and serving food and beverages
* Describing dishes
* Taking orders
* Setting and Clearing tables
* Taking payments
* Keeping all work areas clean and orderly
* Awareness of Health and Safety

**Bankfoot Primary School (Bradford) April 2019**

**Role: Classroom Assistant (Year 5)**

**Duties:**

* Assisting teacher setting up learning activities
* Supporting children with reading
* Facilitating testing of children
* Setting up the classroom for learning
* Supervising children on breaks
* Assisting dinner ladies serving food
* Laminating Printing copying
* Making the classroom orderly at the end of each day
* Awareness of confidentiality and safeguarding

**INTERESTS / HOBBIES:**

I enjoy socialising with friends and family and meeting people from a wide range of ages and cultural backgrounds. I like keeping fit and motivated by cycling and dancing. I have a real interest in Photography and Videography and enjoy researching different photographers and trying out their techniques and styles. I also enjoy listening to music and playing video games.

**REFERENCES:**

**Available on request**

**• Danny Malik – Premier Housing**