



# Haafsah Khan

## Work Experience



### **Team Search**

Call Centre, Halifax

*Dec 2021*

- Training on how to handle difficult and challenging respondents
- I learnt how to communicate in a professional manner with clients I called. I used my voice and body language to make them comfortable and to engage in the call.
- Worked towards meeting company targets by ensuring the number of calls were achieved.
- Being punctual to all shifts



### **Lalas**

Waitress, Bradford

*June 2021- Feb 2022*

- Meeting new people every-time, this made a huge positive impact on my communication and confident skills.
- Made sure to keep the guests happy and doing everything in their best interest and up to their standards
- Confident in communication with customers,
- Work quickly and effectively to ensure tables are clean and food served promptly.
- Patient response with customers and providing assistance when required.

## Relevant Skills

- Teamwork
- Editing
- Creative Thinking
- Open minded to different opinions and view points

## Education History



### **Bradford College**

Level 3 Extended Diploma in Creative Media Production and Technology Year 2022-23

- Pending

Level 3 Diploma in Creative Media Production and Technology

Year: 2021-22

- *Merit*



### **Belle Vue Girl's School**

Year: 2019-2021

- *English 4*
- *Maths 4*
- *Religious studies 4*
- *French 4*

## Hobbies and Interests

### Hobbies

I enjoy writing, it really benefits my grammar, punctuation and improves my communication skills.

I enjoy cooking, Its creative, I create my own dishes and pick my own ingredients. I pay attention to the details and focus on time management.