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## Profile

I'm a young & enthusiastic individual who is always willing to give a 110% effort on pretty much any job. I don't like to leave things half done & I hate being late for anything. I love problem solving & finding creative solutions for new challenges. I have built up my confidence over the years taking part in exhibitions and talks thus I won't have a problem working with different people and clients.

## Key Skills

- Effective performance management
- Proactive team player
- Mature, flexible, adaptable & customer oriented approach
- Creative in problem solving
- Knowledge of Illustrator, Photoshop & Microsoft office
- Confident at communicating with clients & colleagues alike
- Self-disciplined and motivated
- Fluent in English and Arabic languages
- Decision making

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## Career History

### **PMP Recruitment.**

**14th Nov 2017 - Present**

#### **Amazon Sortation Associate Trafford park.**

Duties include:

- Accurately scanning packages and sorting them into the right places.
- Pallet moving and Dock loading efficiently whilst adhering to health and safety regulations.
- Working in a team as well as individually using your initiative when necessary.

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### **Manchester City College**

**22nd Feb 2016 - Present**

#### **Teacher.**

Duties include:

- Teaching Life in the UK, preparing new questions, assessing & preparing students for the exam.
- Teaching Employability, help students write their CV's & teaching them interview techniques.
- Preparing lessons & marking papers • Looking after & supporting students.
- Assisting other teachers.

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### **Freelance Design**

**2007 - Present**

#### **Graphic design and creative consultant.**

**Featured clients/projects. BBC, Shabab Libya, King Abdul Aziz University (Saudi), Afzal Khan (MP)**

Duties include:

- Time management • Effective Communication • Self-discipline • Budgeting • Negotiating • Networking
- Account Management • Social media marketing Facebook & google • Developing marketing strategies

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### **Superdry**

**4th Oct 2015 – 20th Feb 2016**

#### **Stockroom Team member.**

Duties include:

- Arranging & sorting products • Running products down from the stockroom to the shop floor.
- Restocking Shop floor before opening for the public • Assisting Sales team and customers.

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### **Labourer**

**27th Aug 2014 – 20th Dec 2016**

#### **Working on a restoration (0 hours contract).**

Duties include:

- Cleaning • Removing Plaster from walls • Assisting builders
- Carrying & getting rid of rubble making sure the work environment is safe.

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**Silver Service Waiter**

8th Aug 2014 – Jan 2016

**Supervisor**

5th Jun 2015 – Jan 2016

A waiter at The BMHC (0 hours contract).

8th Aug 2014 – Jun 2015

**Supervising up to 80 staff in setting up and preparing tables for weddings and events.**

Duties include:

- Taking care of staff • Making sure all the staff have a task and are well supported
  - Cleaning • Arranging, setting up tables & preparing cutlery
  - Looking after customers & attending to their requests • Serving food
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**Property Management**

15th July 2012 – 01st Jan 2017

**Managing and looking after a 3flat apartment block for a privet landlord**

Duties include:

- looking after tenants and dealing with tenant disputes.
  - Arranging cleaning, repairs and building upgrades • Collecting rent.
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**Bri-Tek Technologies**

05th Jan 2011 – Nov 2012

**Art Director,****Managing & looking after the branding & design of Bri-Tek Technologies, a start up LED Company.**

Duties include:

- Team management, building a reliable creative team to get the job done.
  - Coordinating production activities with printers, service agencies, advertisers, vendors & review quality of final product before release.
  - Time management and managing projects.
  - Designing Packaging, catalogue, publicity and point of sale material.
  - Researching target audience and market.
  - Advising on branding and direction of design for the brand.
  - Managing website admin updating products and marketing them on social networks.
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**AIC Allied International Credit**

Sep 2010 – 31 Dec 2010

**Third party debt collection officer Sep – Oct. First party collection officer Oct – Dec.**

Duties include:

- Making calls to customers to review their accounts • Advising and budgeting for customers
  - Negotiating debt payment plans • Processing card payments • Resolving banking issues & debt.
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**Yusf Ali Showroom**

Dec 2009 - Feb 2010

**Manager and Owner**

Duties included:

- Time management • Self-discipline • Stock control • Managing finances • Managing staff
  - Producing & purchasing products to be sold.
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**Education / Qualifications**

- FDA Graphic Design
- Diploma Graphic Design
- Information Technology Level 3
- NCFE Art and Design intermediate & Advanced
- ND Graphic Design triple distinction
- 10 GCSE passes at grade C or above  
Inc English (C, C) and Mathematics (C)

**Interests**

Martial Arts, Photography, Languages,  
Traveling, Design, Motorcycling, Painting,  
Personal development

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**Other**

Married one child, Full UK Driving License,  
UK Passport, English Language, Arabic  
Language, Open Water Diver

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**References available on demand**

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