



# Ayesha Khan

Assistant Administrator

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## Languages

Urdu (Work Proficiency)

English (Native)

## About

I excel in fast-paced retail environments with strong communication and multi-tasking skills honed as a receptionist and pharmacy assistant. My adaptability and customer service experience make me an ideal candidate for temporary retail sales roles.

### BRANDS WORKED WITH

- Office Angels
- Bridge Road Pharmacy
- Atom Learning
- Village Pharmacy

## Experience



### ● Receptionist at Forest bridge school

Office Angels | May 2023 - Sep 2023

As a receptionist at a special needs school, I honed my communication, empathy, and critical thinking skills. Interacting with diverse individuals and handling administrative tasks enhanced my adaptability, preparing me for various professional settings.



### ● Pharmacy Assistant

Bridge Road Pharmacy | Apr 2023 - Aug 2023

As a pharmacy assistant, I developed effective communication, organization, and problem solving skills by interacting with patients and health-care professionals, prioritizing tasks, and handling multiple responsibilities efficiently in a fast-paced environment.



### ● Tutor

Atom Learning | Feb 2023 - Now

As an online tutor, I merged my in-person tutoring experience with virtual platforms, enhancing communication, creativity, and student engagement. I adapted teaching methods for individual needs, offered personalized support, and developed strong organizational and time management skills for structured lessons.



### ● Pharmacy Assistant

Village Pharmacy | Jul 2019 - Jul 2019

During my two-week pharmacy assistant work experience, I enhanced my communication, organizational, and multitasking skills in a demanding environment.



### ● Tutor

Elite Tuition | Jan 2019 - Jun 2022

I volunteered at a tuition centre for the DofE program, and after six months, I was offered a teaching position for children aged 7-14. This role enhanced my communication and active listening skills while contributing to students' educational development.

## Education & Training

2016 - 2022

### ● Burnham Grammar School

BSc Mathematics and Artificial Intelligence,