RAZI CHAUDHRY

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Personal Profile

Enthusiastic, motivated individual currently seeking employment opportunities. Able to work on my own initiative and as part of a team. Experience of working in a variety of roles within the service sector.

Key Skills

* Good communication skills
* Organisation, planning
* Office admin
* Team work
* Customer Service
* Computer literate – Microsoft Word, Excel, PowerPoint, & Mathematica
* Multi lingual (fluent in English & Urdu)

Employment History

2015

Volunteer, British Heart Foundation, Wandsworth, London

Main duties:

Shop floor, serving customers, stockroom, sorting & assembling items

2008

Bookings operator, Cab Office, Putney, London

Main duties:

Taking customer calls, making taxi bookings

2006-07

Office Assistant, Fateha Properties, Southfields, London

Main duties:

Customer service, administration, data entry, arranging viewings , ordering supplies

2004

Tutor

Teaching Urdu on a 1to1 basis

2003-04

Translator, Self employed, Tooting, London

Main duties:

Translating legal documents from Urdu into English

2001-02

General Assistant, Café, Tooting, London

Main duties:

Waiter, serving customers, washing

Education

South Thames College

Community Interpreting level 3

2017-18

Royal Holloway, University of London

Physics 2005 - 2006

Merton College, London

A level Physics, Chemistry, Mathematics

South Thames College, London

GNVQ II Science

A level Urdu

GCSE Maths

Key Skills IT