

USMAN MOHAMMED

Bradford BD7

umohammed@address.co.uk 07712 345 678

PROFILE

A first-year Business and Management student at the University of Bradford with four years' customer service experience and strong numerical and communication skills. Seeking a part-time role in retail alongside my studies to further develop my experience, as I plan for a career in retail management.

CORE SKILLS

- **Communication** – developed through dealing with customers at Co-op and through University assignments.
- **Teamwork** – gained skills as part of football team and in group projects.
- **Time management and organisation** – acquired through balancing my university work, part-time job and sports commitments.
- **Computer literacy** – proficient in MS Office (Word, Outlook, Excel, PowerPoint)
- **Languages** – fluent in Urdu and Punjabi.

EMPLOYMENT HISTORY

Co-op Thornton, Bradford, Customer Team Member

July 2017 – Sept 2020

- Dealt with a range of customers directly including serving and advising on product availability.
- Handled cash, including assisting with counting tills at the end of the day.
- Attended to the transition of stock from a delivery to the shop floor.
- Maintained the presentation of the shop floor including tidying and facing up, ensuring fresh produce was displayed in accordance with its sell-by date.

School Green Newsagents, Bradford, Sales Assistant

July 2016 – June 2017

- Served customers, assisted with deliveries, restocked shelves, maintained store cleanliness.

EDUCATION & QUALIFICATIONS

BA (Hons) Business and Management, University of Bradford

Sept 2020 – present

Beckfoot Thornton School, Bradford

2014–2020

- A Levels: English (A), Business (B), Sociology (B)
- GCSEs: 10, including Maths (B) and English (A)

PERSONAL INTERESTS

- **Football** – play competitive matches and train every week as a member of Thornton United FC, league champions in 2019–20.
- **Rock climbing** – member of University Rock Climbing Society.
- **Video** – create regular YouTube videos on current affairs for my channel which has around 1500 subscribers.

REFERENCES

- **Julie Smith**, Manager, Co-op Thornton: juliesmith@coop.com 01274555444
- **Arnold Brown**, Personal Tutor, University of Bradford: abrown791@bradford.ac.uk 01274555901