

ISMAEL KHAN
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Personal Profile

A confident and adaptable professional with strong communication and organizational skills. I excel in multitasking, problem-solving, and working under pressure while maintaining attention to detail. My experience spans customer service, retail, and warehousing, showcasing my ability to work both independently and collaboratively. I am eager to leverage my skills in a dynamic work environment and am now seeking new opportunities across various sectors where I can contribute effectively and continue to grow professionally.

Key Skills

- Stock management and replenishment
- eCommerce listing, product photography, and inventory control
- Microsoft Office (Word, Excel, PowerPoint, Access)
- HTML, CSS, and basic IT troubleshooting
- Social media management and content creation
- Time management and ability to work independently or in a team
- Customer assistance and issue resolution

Employment History

Post person – Royal Mail

(2025 – 2025)

- Organised mail and parcels each morning to make deliveries quicker and easier.
- Loaded vans and carried out vehicle checks to keep everything safe and reliable.
- Delivered mail and parcels on set routes, completing rounds on time.
- Collected parcels from customers' homes when needed, giving a helpful service.
- Helped customers with any issues they had, providing clear information and support.
- Assisted colleagues with their routes when finished early to meet daily targets.

Customer Assistant – Tesco

(2024 – 2024)

- Managed trolleys independently, ensuring a constant supply at the front of the store, improving customer convenience.
- Operated tills efficiently, handling transactions, assisting customers, and maintaining a clean workstation.
- Assisted customers with inquiries and resolved issues, ensuring a smooth shopping experience.
- Restocked shelves by supporting colleagues in organizing and maintaining store displays.

Trading Assistant – Sainsbury's

(2024 – 2024)

- Restocked shelves and ensured product freshness, maintaining high-quality standards for customers.
- Unloaded deliveries and organized stock efficiently, improving stock availability and store operations.

- Worked independently during overnight shifts while contributing to team goals, demonstrating reliability and initiative.
- Followed company policies to maintain quality standards, ensuring compliance with health and safety regulations.

eBay Lister / Warehouse Operative – Lorenzo-Alini Ltd

(2022– 2024)

- Picked items from inventory, inspected them for quality, cleaned them, and prepared them for listing.
- Took high-quality product images and created engaging eBay listings to maximize sales.
- Organized shelves and performed stock checks to ensure efficient inventory management.
- Assisted with deliveries, ensuring stock was received and stored correctly.
- Maintained a clean and organized work environment to promote efficiency and safety.
- Picked and packed orders for shipment, ensuring accuracy and timely dispatch.

Body Shop Technician – Auto Body Styling

(2021– 2022)

- Prepared vehicles for painting through sanding and masking, contributing to high-quality vehicle restoration.
- Removed and installed car parts while maintaining a clean and safe work environment, ensuring efficiency and safety.
- Followed health and safety standards and ensured high-quality results, improving customer satisfaction and trust.

Training and Education

Ashton Sixth Form College (2021 – 2023)

BTEC Level 3 National Extended Diploma in Information Technology: **MMP**

Audenshaw High School

GCSE English Language and Literature: **4**

Combined Science: **4**

Mathematics: **4**

Engineering: **L2P**

Hobbies & Interests

I enjoy playing team sports, particularly football, which has helped me develop teamwork and leadership skills. I am also passionate about reading and continuously learning new skills, particularly in IT, customer service, and various professional fields.