



# SAIRA - BANO MAHMOOD

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## CONTACT

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Flat 114 , The Emporium, 6 fox street, Birmingham, B55AD



+44 (0) 745522212



Saira.b97@hotmail.com



## PROFILE

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Initiative, conscious and able to make quick decisions. Gaining over 5 years of professional experience in retail and catering, allowing me to obtain interpersonal and communicational skills. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. Excellent time management skills proven inter personal skills and am used to working in a team whilst also being capable of being an independent individual. I am always enthusiastic to learn and undertake new challenges.

## EDUCATION

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BA HONS IN FASHION BUSINESS AND PROMOTION  
BIRMINGHAM CITY UNIVERSITY 2016 - PRESENT

### VISUAL MERCHANDISING

Working with Selfridges, a development of an interior floor plan and a three dimensional display of a brand was established for the purpose of attracting and motivating consumers. Working as part of a team I was given the role as shaper (drives work forward and gets things done, has a clear idea of the desired direction of travel).

This role has highly developed my skills in chairing meetings and I have also learned how to be more persuading and influencing. I was also able to support fellow peers with the module.

### EVENTS MANAGEMENT

For the events management module I had to work as part of a team to organise and host an event. This module has enabled me to gain many skills such as teamwork and problem solving. I was able to reflect on the activities and interactions of the group and encourage other group members to do so as well.

### BUYING AND MERCHANDISING

This module included developing a range of CADS which I created and presenting it to the retailer All Saints. Creating and presenting the cads enables to build a relationship with the buyer. This included research, identify and apply consumer market trends into a final range plan. From this module

All of my CAD designs started with a pencil and paper. I have been able to develop my drawing skills and translate my thoughts and ideas down on paper. I have also, learnt to use Indesign and illustrator.

THOMAS DEACON ACADEMY 2014 - 2016

A Level - Biology, Psychology, Philosophy and Ethics, Art

JACK HUNT SCHOOL, 2008 - 2013

9 GCSE's - B in English and B in Maths



## QUALIFICATIONS

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### VICE CHAIR - PAKISTANI SOCIETY - BIRMINGHAM CITY UNIVERSITY

This role included organising, hosting events and also bringing awareness to causes such as World Hijab Day. Helping out local communities and uniting students together by opening our events to everyone.

### DUKE OF EDINBURGH BRONZE AWARD

Successfully completed the Duke of Edinburgh scheme. As part of this I completed voluntary work tutoring students in English and Maths, planned and led an expedition.

### LEVEL 2 SPORTS LEADERS AWARD

Including organising, running and leading sporting events within the school and local community.

### VICE CHAIR OF THE STUDENT COUNCIL - JACK HUNT SCHOOL

As part of this position I have managed a team of 50 students, represented their views and opinions including presentation's to the school leadership and wider school, received leadership training from the University of Birmingham. Supported a number of fund-raising events through Peterborough Council Youth Team.

## EMPLOYMENT HISTORY

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### FREELANCE MAKEUP/HENNA ARTIST - PETERBOROUGH/BIRMINGHAM

Application and design of henna patterns and makeup for weddings, parties and charity events.  
March 2011 - Current

### ZARA - BULLRING, BIRMINGHAM

Taking personal orders to fit the customer needs, handling money, cleaning and organising the stockroom, Visual merchandising and stock replenishing.  
April 2017 - April 2018

### CURRYS/PC WORLD - PETERBOROUGH, CAMBRIDGESHIRE

Dealing and resolving customer queries and problems, training new colleagues with product knowledge, stock replenishing, taking orders, handling money, changing promotions.  
March 2015 - September 2017

### TK MAXX - PETERBOROUGH, CAMBRIDGESHIRE

Working in a team to complete tasks such a cleaing and maintaining the shop floor. Handling money, processing goods and customer service.  
August 2014 - March 2015

### MCDONALDS - PETERBOROUGH, CAMBRIDGESHIRE

Serving customer as part of a fast moving team, handling money and orders, cleaning, health and safety training and food preparation (including the completion of a food hygiene certificate.)  
August 2013 - August 2014

## REFERENCES

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### TAYYAB YAQOUB - MANAGER

Currys/PC WORLD, The Boulevard Retail Park, Maskew Ave,  
Peterborough PE1 2HS  
07828939598

### ALISON REPSEY - COURSE DIRECTOR

Birmingham City University, The Parkside building, 5 Cardigan Street,  
B4 7BD  
0121 331 5000  
alison.rapsey@bcu.ac.uk