

# USMAN MOHAMMED

[umohammed@address.co.uk](mailto:umohammed@address.co.uk)

Mobile: 07777 111 222 Home: 01274 123456

---

## 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 my ultimate career goal is retail management.

## EMPLOYMENT HISTORY

**Co-op Thornton, Bradford, Customer Team Member** **July 2021 – July 2023**

- 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 2020 – June 2021**

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

## CORE SKILLS

- **Communication** – excellent written and verbal communications skills 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.

## EDUCATION & QUALIFICATIONS

**BA (Hons) Business and Management, University of Bradford** **Sept 2023 - present**

**Beckfoot Thornton School, Bradford** **2016 - 2023**

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](mailto:juliesmith@coop.com) 01274555444

Arnold Brown, Personal Tutor, University of Bradford: [abrown791@bradford.ac.uk](mailto:abrown791@bradford.ac.uk) 01274555901