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 Education

**De Mont Fort University** Sept 2017 – June 2021

Fashion Buying with Design (Expected: First)

**Regent College** Sept 2013 – June 2016

A Level: Graphics – B Textiles – B Sociology - D

**Moat Community College** Aug 2007 – July 2012

GCSE’s: 10 A\*’s – C

Employment History

**Retail Assistant, Flannels** Dec 2022 – Present

Flannels, Part Time

* Submitting article create forms in a timely manner and without error in support of creating new lines
* Provide a 5 star customer service as well as 1-2-1 shopping experiences
* Recommend, select and locate the correct merchandise for the customer’s needs
* Receive and process cash and card transactions
* Be aware of latest trends and remain fully updated on product knowledge
* Maintain a customer friendly and customer focused environment at all times.

**Buying Assistant – Beds & Mattresses** July 2022 – Present

Dunelm, Full Time

* Submitting article create forms in a timely manner and without error in support of creating new lines
* Carrying out both online and physical Compshop to keep a detailed record of competitors
* Work closely with other departments and external partners to maximize department performance
* Keeping a close eye on competitor activity weekly to keep up to date with market movement, thus reporting to Monday trade
* Liaising with suppliers for samples, and any required data to keep the system accurate and up to date
* Ensuring photography briefs are submitted in a timely manner and samples required for photoshoots are delivered in time

**Buying Admin Assistant - Tabletop** November 2021 – July 2022

Sainsburys, Full Time

* Providing admin support & assistance to the buyers in the home department
* Being responsible for creating and maintaining detailed and accurate data to ensure a smooth running of the department
* Work closely with other departments and external partners to maximize department performance
* Collating data for marketing ad E-com uploads
* Accurate maintenance of back of house information, systems data, product attributes and product set up sheets
* Order samples for buyer ensuring deadlines are met; packaging, photography, sign off and store display

**Accounts Payable Clerk** September 2020 – Nov 2021

Next, Full Time

* Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices using Ricoh
* Maintain accounting ledgers by verifying and posting account transactions
* Ensures credit is received for outstanding memos using NIA
* Charges expenses to accounts and cost centres by analysing invoice/expense reports, recording entries
* Protects organization’s value by keeping information confidential

**Freelance Fashion Designer** May 2019 – October 2020

Red Label, Part Time

* Create or visualize an idea and produce a design by hand or using computer-aided design (CAD)
* Create mood boards to show to clients
* Keep up to date with emerging fashion trends as well as general trends relating to fabrics, colours and shapes
* Plan and develop ranges, often based on a theme
* Work with others in the design team, such as buyers and forecasters, to develop products to meet a brief
* Liase closely with sales, buyers and production teams on an ongoing basis to ensure items suit the customer, market and price points

**Approvals Coordinator** June 2019 – April 2020

Fashion UK. Full Time

* Sending concepts for approval using according to license with clear communication to avoid errors
* Working in a team to send preproduction and production samples to licensors whilst keeping everything logged on their appointed spreadsheets
* Sending out internal approval or rejection when licensor allows us to do so with clear communication
* Liaising with different licensors in a professional manner to ensure approvals are carried out affectively
* Micromanaging designated retailers appointed to myself after suggesting a more improved and efficient way of working

**Manager** August 2017 – Aug 2019

The Dessert Boutique, Part-Time

* Opening and closing store, accounting for money and all personnel to ensure optimum security
* Providing outstanding customer service by assisting with any related queries
* Going above and beyond to ensure the customer is satisfied with their service
* Hosting private events both on site and off site with the highest level of professionalism
* Providing training on handling of sensitive customer service issues

 Additional Experience

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**Open Day Student Ambassador at De Mont Fort University** Sept 2019 – Present

* Answering any questions from potential students and their parents who come to visit the university
* Providing a brief description of student life to all those who visit
* Hosting a campus tour for all those who attend the open day with an interest in fashion

 Key Skills

* Highly skilled in all Microsoft Packages
* Proficient in Adobe Creative Cloud
* Well trained in Classroom Monitor (Education Platform)
* Understanding of garment technology

Hobbies & Interests

* Photography: I enjoy travelling to new cities or rural areas to capture picture of different scenery
* My experience in a dessert shop has increased my passion for baking. Therefore, I love to try out different recipes and try different creative techniques to decorate cakes

**References available upon request**