

Maheen Mainuddin

Email: maheen4199@gmail.com

Mobile: 0449 532 606

Residential status: Australian citizen

SKILLS & PERSONAL ATTRIBUTES

- Bilingual (Bengali & English)
- Friendly and approachable
- Enjoy being around kids
- Communication and people skills
- Team and leadership skills
- Point of sale (POS)
- Microsoft Office (Word; Powerpoint; Excel)
- Statistical skills (SPSS; jamovi)

EDUCATION

Bachelor of Arts/Bachelor of Science in Psychology

University of Canberra

2018-Current (inclusive)

Currently in 3rd year

ACT Senior Secondary Certificate

Narrabundah College

2016-2017 (inclusive)

ACT Year 10 Certificate

Harrison High School

2012-2015 (inclusive)

COURSES & QUALIFICATIONS

Working with Vulnerable People

2018

Responding to Child Abuse and Neglect

2018

Workforce Development, Community Services Directorate

Trainer: Isabel Munoz

WORK HISTORY

JACQUI E

AUG 2019 – CURRENT

SALES ASSISTANT

Responsibilities

- Point of sale.
- Customer service.
- Processing and accepting stock.
- Steaming garments.
- Taking out rubbish.
- Store presentation

GARRAN NEWS & LPO

JUL 2019 – FEB 2020

TEAM MEMBER

Responsibilities

- Point of sale.
- Sale of lottery tickets.

IRT KANGARA WATERS**FEB - AUG 2019**

LIFESTYLE

Responsibilities

- **Setting up activities for residents.**
- **Looking after and interacting with residents.**

FREECHOICE TOBACCONIST**NOV 2018 – MAR 2019**

TEAM MEMBER

Responsibilities

- **Point of sale.**
- **Customer service.**
- **Sale of cigarettes and tobacco.**
- **Stock replenishment.**

ST VINCENT DE PAUL SOCIETY (GUNGAHLIN)**JAN 2017 – FEB 2019**

TEAM MEMBER

Responsibilities

- **Point of sale.**
- **Sorting & pricing donations.**
- **Stock replenishment:** restocking shelves and clothing racks with priced donations.
- **General store presentation:** ensuring the store is tidy and clothing racks are organised.

PACIFIK HALAL MEATS**APR - AUG 2018**

FRONT STAFF

Responsibilities

- **Customer service:** taking customer orders.
- **Point of sale.**
- **Stock replenishment:** refilling meat trays, placing them inside the display and ensuring they look presentable.
- **Packing up & cleaning:** packing up all meat trays onto trolleys near closing time. Cleaning the countertop and display windows.

STUDENT WORK EXPERIENCE PLACEMENTS

CYCLABILITIES (6-WEEK UNIVERSITY INTERNSHIP)**2020**

Cyclabilities is a family and community program aimed at teaching children with additional needs essential road safety, cycling and swim skills.

Responsibilities

- **Development of resources in a group project:** developed print and video resources for families to use at home with their children for learning and development.
- **Weekly Zoom video calls with Cyclabilities staff:** for autism training sessions, team project check-ins and meetings with Allied Health mentors.
- **Practical sessions with children:** observed kids and assisted with the Cyclabilities activities.

ACT EXTRA LESSON AND THERAPY CENTRE (4-DAY WORK PLACEMENT)**2016****Responsibilities**

- **Assisted staff:** completed tasks and responsibilities assigned by main employer and staff.
- **Child supervision:** supervised younger kids and observed their activities when staff were not in the room.

REFEREES

Iva Horvat

Store Manager

Jacqui E Belconnen

Work: (02) 6251 4830

Nahnin Afroz

Post Office Manager
Garran News & LPO
Mobile: 0434 431 787
Email: nafroz@hotmail.com

Elizabeth Alice Kristofferson

Past Assistant Manager at Vinnies Gungahlin
Vinnies Kippax
Mobile: 0411 157 068
Work: (02) 6234 7475
Email: elizabeth.kristofferson@svdp-cg.org.au

Samantha Nelson

Weekend Manager
Vinnies Gungahlin
Work: (02) 6234 7496
Email: samantha.nelson@svdp-cg.org.au

Abdul Rahim

Manager
Pacifik Halal Meats
Mobile: 0410 049 902
Email: aghous@hotmail.com

AVAILABILITY

Monday	9am-9pm
Tuesday	9am-9pm
Wednesday	9am-9pm
Thursday	9am-9pm
Friday	9am-9pm
Saturday	9am-9pm
Sunday	9am-9pm

Availability will vary each day due to current part time work commitments.