

RESUME

SOFEA NABEELA

SUMMARY

My name is Sofea and I am currently 21 years old. I'm a good team player and communicate well with others. I have experience in Adobe Photoshop and Illustrator as well as Premiere Pro and After Effects. With over a year of retail experience, I developed customer service skills as well as learning how to be organised and working calmly under pressure alongside social media marketing. I'm looking for a suitable position in your company.

WORK EXPERIENCE

THE FASHION PULPIT (STUDENT INTERN) AUGUST – DECEMBER 2025

- Responsible for their sister brand, Playdate
- Manage inventory by sorting, quality-checking, tagging, and restocking clothing weekly
- Create and post content three times a week on both Instagram and TikTok
- Style and curate outfit looks every week on Instagram stories
- Respond to customer DMs and handle inquiries promptly
- Assist with setting up and organising pop-up events

SUNDAY STAPLES (PART-TIME STAFF) JULY 2024 - MAY 2025

- Organising and retrieving shoes for customers
- Manage inventory and handling deliveries
- Addressing customer inquiries and ensuring smooth service

INLOVE BY TNS (PART-TIME STAFF) FEBRUARY 2023 – JUNE 2024

- Responsible for organising, folding and packing products for shipping and display
- Inventory management such as keeping track of stocks and updating
- Managed social media accounts, assist in creating content (posts/reels)
- Contributing to the design of their products
- Hosting and participating in live streaming sessions, showcasing and promoting products

CONTACT

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EDUCATION

LASALLE College of the Arts
Diploma in Creative Direction
in Fashion
(2023-Current)

**Institute of Technical
Education Central**
Nitec in Fashion Apparel
Production & Design
(2021-2023)

KEY SKILLS

- Customer Service
- Communication
- Event Management
- Inventory Management
- Photography
- Social Media Management
- Styling