**Adrien CHOROT**

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***Customer Service Agent, Sellbytel, Barcelona, 01/07/2017-31/12/2017***

Answering incoming calls and responding to customer emails. Handling customer inquiries, managing and resolving customer complaints and providing customers with products and service information.

***Customer Service Agent, WebHelp, Colissimo Project, Lisbon, 01/2017-05/2017***

Answering incoming calls and responding to customer emails. Handling customer inquiries, managing and resolving customer complaints and providing customers with products and service information.

***Manager, Risqué Boutique, Sydney, NSW 09/2012-12/2015***

Opening and closing the shop, Opening, closing and counting till, Recruiting and training new staff regarding sales and products, Staff roaster, Stocks and orders management, Contact and negotiation with suppliers, Sales to customers, Management of the Facebook page of the shop.

***Sales assistant, Riqué Boutique, Sydney, NSW 02/2012-09/2012***

Opening and closing the shop, Sales to customers, Windows design display, Cleaning the shop.

***Café all rounder, Sur Bourke, Sydney, NSW 03/2012-07/2012***

Taking orders, Cashing, Kitchen hand, Cleaning, Opening and closing.

***Waiter, Art Lounge, Sydney, NSW 02/2012 (closing down of the restaurant)***

Welcoming customer, Taking order, Transmitting order to the kitchen, Table service.

***Waiter/Barman, Café du Centre, Chabeuil, France 01/2011-10/2011***

***Waiter, Moulin de la Pipe, Omblèze, France 01/2011-02/2011***

***Waiter, Café de la Poste, Chabeuil, France 07/2010-12/2010***

***Assistant Director, Restaumaché, Valence, France 05/2006-12/2007***

Accounting and banking cash deposits, Opening and closing of the restaurant, Contact with night security in case of an emergency, Staff management, Distributing chores and daily organization, Roasters, Counting and closing till, Walking patrons out of the establishment after their meal/customers reviews.

***Café all rounder, La Loupiote pizzeria, Chabeuil, France 01/2004-04/2006***

Welcoming customer, Taking order, Transmitting order to the kitchen, Table service.

***Fomation***

*Valence, France 2008 / 2009*

Management formation / Private trade school.

*Valence, France 2005 / 2006*

Sale assistant Formation / 6 months school formation and 5 months formation in integration shop.

*Largentière, France 2002 / 2004*

Hospitality formation, Waiter specialization.

***Languages***:

* English (Fluent) Level B2

- French (Mother Tongue).

***Tools***:

Word. – Internet. – Excel. – PowerPoint.

***Skills and demonstrative skils***

Welcoming customer – Sale and review customers. - Administrative tasks. - Stocks and orders

management.

Management staff roaster and daily organization. - Inventory (monthly). - Opening/Closing, – Accounting till and deposing bank.