

Curriculum Vitae

Ricki Mahabirsingh

Personal Details:

Nationality: Trinidadian
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Personal Profile:

I am an active team player with good leadership qualities. I am able to work under pressure and seek opportunity to better myself in any working environment. I'm approachable, reliable, punctual individual with a sensible manner who treats others with respect. Efficient, Friendly and outgoing person who easily adapts to any new situation. It is my intention to continue learning and develop new skills. I am capable of taking initiative and enjoy individual tasks that challenge me. I look forward to experiencing new environments and making an enthusiastic contribution to staff teams and business objectives.

Key Skills:

- Excellent communication skills, verbal and written.
- Confident and efficient
- Flexible and eager to learn
- Customer/client liaison
- Logical resource and problem solver
- Excellent ability to prioritize workload and meeting deadlines.
- Forklift Driver
- Reach Truck, counter balance forklift license
- 16 tone Forklift license

Employment History:

Anglo Pacific International - London

Position: Exports and Imports Warehouse Supervisor (2007 – Employed up to Date)

Type of Company: International Moving

Responsibilities and Duties:

- Setting up and Organizing Goods for Delivery
- Booking in the Road Crews removals for Export
- General administration duties: i.e.

- Daily recording of shipments coming in and out of the Warehouse
- Distributing Filing to Warehouse Secretary
- Letters/Filing
- Run errands
- Building frames around cars for exporting in containers
- Stowage of Household/Office goods from vehicle
- Completing a Packing List for all Export moves
- To assist with weekly checks of equipment on vehicles
- To load and Unload all containers
- Usage of Forklifts for Loading and Unloading of Containers
- Dealing directly with clients on the collection of their goods
- Processing paperwork for shipments

Ikea - London

Position: Warehouse Picker (2004 – 2007)

Responsibilities and Duties:

- Forklift driver
- Accepting Deliveries of Stock
- Receipting and Distributing Stock
- Putting Stock away on the relevant Shelving
- Assisting in the Preparation for Sale and Stock takes
- Managing the Recall process, by locating stock and arranging the necessary transfers to the warehouse.
- Assisting in the housekeeping of the branch interior and Displays
- Ensuring the Stock rooms are kept clean and tidy at all times

Reference

Anglo Pacific:

Jak Morris : Manager

TEL: 02088388047

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