

WIOLETA TELOK

CONTACT



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CORE QUALIFICATIONS

- Customer Service
 - Self-Motivation
 - Ability to work under specific target and pressure
 - Rota scheduling
 - Rota management
 - Budget adherence
 - Budget administration
 - Meeting planning
 - GDPR compliance
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- Microsoft Excel, Word, PowerPoint
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- Knowledge of Driver time directive & Working time Directive

CERTIFICATIONS

- Knowledge of Ceridian (Payroll System) and Dayforce (Operational System)
- Picking Orders
- Health & Safety Awareness

LANGUAGES

Polish-Native

English-Advanced

German-Basic

- Customer Service
- Self-Motivation
- Ability to work under specific target and pressure
- Knowledge of Ceridian (Payroll System) and Dayforce (Operational System)
- Picking Orders
- Health & Safety Awareness

EXPERIENCE

January 2019 to Current

Warehouse Operative

- Understood warehouse product placement, enabling efficient picking, and packing services.
 - Regularly exceeded performance and productivity targets through accurate, efficient picking and packing.
 - Reported missing or damaged items to management, quickly resolving stock issues to maintain production line efficiency.
 - Picked orders to meet productivity targets.
 - Carried out day-to-day warehouse duties with care and attention, maintaining compliance with safety standards.
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- Proficient in operating forklift trucks with a strong safety record, including loading and unloading goods, transporting materials, and conducting routine maintenance checks.

January 2013 to January 2019

Assistant Store Manager *Costa Coffee*, United Kingdom

- Managing Store & Members of Staff
- Customer Service
- Administration & Payroll
- Stock Ordering & Stock Control
- Recruitment & Promotion of Staff members
- Creating time sheets

January 2012 to January 2013

Office Consultant *PGE" Polish Group Energy Poland*

- Organizing Documents
- Customer Service
- Planning Meeting's

January 2009 to January 2012

Warehouse operative *Painting Candles*, Poland

- Packing Candles & Picking orders

EDUCATION

2012

Comprehensive High School, Poland, Poland