

Andres Navarrete

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Leeds

Work Experience

Legal Assistant

Enact Conveyancing - Leeds
March 2020 - Present

- * Achieve monthly completion targets maintaining high quality standards.
- * Ensure that all inbound and outbound correspondence, telephone calls, faxes and emails are actioned to agreed service standards and to a highly professional level.
- * Telephone liaison with the client, borrowers and other external institutions.
- * Identify process improvements, where possible
- * Update of case manager computer systems.

Restaurant Manager

La Taberna Leeds
Temporal Supporting wife's restaurant Project. August 2019 – Feb 2020

- * Build customer database
- * Budgets and Targets
- * Recruitment

Restaurant Manager

Harvey Nichols - Leeds
October 2017 to July 2019

- * Handling customer enquiries and complaints
- * Budgets and productivity levels
- * Training, supervising and recruiting staff
- * Staff rota
- * Making improvements to the running of the business and developing the restaurant
- * Keeping statistical and financial records

General Manager

The Office Bar & La Rambla Tapas & Wine - Leeds
January 2014 to September 2017

- * Planning and organization of project
- * Develop strategic plans for the initial opening of the business
- * Controlling finance, budgets and targets
- * Recruitment, training, rotas

Income and Tax Administrator

Bank Of New York Mellon - One Piccadilly Gardens - Manchester July 2011 to September 2013

- * Processing reclaim taxes for international clients within Dutch Market
- * Reconciled and cleared cash items from internal and external accounts
- * Submitted tax reclaims within Dutch market timeframes

*Ensure that equity income/unit trust events are processed in a timely manner, in accordance with market and the Bank's best practices

*Development and modification of procedures that increase efficiency and effectiveness of reclaims tax process.

Supervisor/Waiter

La Vina Restaurant - Edge

August 2007 to December 2010

*Taking orders from customers

*Looking after premises

*Cashiering duties

*Develop network relations that promote daily business

Education

Bachelor in Business Administration and International Studies

Manchester Metropolitan University - Manchester

September 2012 to June 2014

HND in Business and Management

Manchester Metropolitan University

September 2008 to June 2010

Foundation Degree in Computer Science

Salford University - Manchester

September 2005 to June 2006

