

# Andres Navarrete

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07828094063

Leeds

## Work Experience

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### **Restaurant Manager**

La Taberna Leeds

July 2019 – Present

- \* Customer service
- \* Build customer database
- \* Budgets and Targets
- \* Recruitment

### **Legal Assistant**

Enact Conveyancing - Leeds

March 2020 – Feb 2021

- \* 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.

### **General Manager**

Harvey Nichols Restaurant - 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 reclaims 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

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### **Diploma In Full Stack Software Development**

Code Institute - Leeds

November 2020 to April 2022

### **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 2007

