

- RAZVAN LUPU - CURRICULUM VITAE

EDUCATION

2009- 2005 - HighSchool " Omnia " Constanta, Romania
Filology profile

LANGUAGES

Romanian - Native tongue
English -Advanced
Italian-Advanced

PROFESSIONAL SKILLS

Management & Leadership Skills
Time Management and Organizational Skills
Common Operating Systems & Software Proficiency

WORK EXPERIENCE

2018 - 2017 - Amazon (UK) Stower

Process, package and ship orders accurately
Organize stocks and maintain inventory
Inspect products for defects and damages
Examine ingoing and outgoing shipments
Organize warehouse space
Receive, unload and place incoming inventory items appropriately
Check, verify and fill customer invoices
Abide by all company safety and hygiene regulations
Contribute ideas on ways to improve or optimize warehousing procedures
Correctly used handheld Scanner to carry out jobs

2017- 2016 - Era (UK, Wolverhampton) Quality Control

Inspect raw materials to ensure consistency and integrity
Maintain, test and troubleshoot all instrumentation devices
Attempt repairs on broken or damaged products to determine the best way to scale those repairs
Test a certain percentage of all products based on industry standards
Report problems or concerns to senior management immediately
Manage quality assurance division and ensure all employees meet their required quotas
Provide training and support to QA team
Create an effective, efficient testing protocol to be used across all product lines

WORK EXPERIENCE

2016- 2014 - Infostrada(RO) Comdata Technical Assistance for internet services

Ability to assess each customer/employee's IT knowledge levels
Ability to deal with difficult callers
Logical thinker
Good analytical and problem solving skills
In depth understanding of the software and equipment your customers/employees are using
Good interpersonal and customer care skills

2014 - 2013 - Royal Bowling (RO) Bartender

Mix ingredients to prepare cocktails
Interact with customers, take orders and serve snacks and drinks
Assess customers' needs and preferences and make recommendations
Restock and replenish bar inventory and supplies
Stay guest focused and nurture an excellent guest experience
Comply with all food and beverage regulations

2013- 2011 - Vega Hotel Receptionist

Greet and welcome guests as soon as they arrive at the Hotel
Direct visitors to the appropriate person and rooms
Answer, screen and forward incoming phone calls
Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
Provide basic and accurate information in-person and via phone/email
Receive, sort and distribute daily mail/deliveries
Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
Order front office supplies and keep inventory of stock
Update calendars and schedule meetings
Arrange travel and accommodations, and prepare vouchers
Keep updated records of office expenses and costs

2011 - 2010 - Freelancer Tech assistant

Interpersonal Skills

Ability to learn fast and always doing everything with passion
Good memory and great at solving issues that require focus and a calm attitude
Adapting very easy in any environment and always looking to excel in the things i need to do
Always looking to evolve and to improve
Carismatic and optimistic person with a lot of experience in different domains