**Joe Moss  
Telephone: 07982358008 Email: jmosscontracting@gmail.com**

**Personal Profile**

A broad range of skills for the commercial environment, skills set focused on production and logistics environments, currently building WMS systems and IT tools for logistics operations, ideally looking for logistics management or stock controller opportunities.  
Prefers temporary contract roles to gain wide experience of different workplaces and skills.  
CV prepared to be SIA vetting compliant , showing 5 year employment history

**Career History**

**Gateman / Security 1 August 2018 - 14 September 2018**

**4D / Alltrades Ltd**

Gateman controlling access to a construction site, logging vehicles access and egress etc.

**Gateman / Security 23 March 2018 - 5 April 2018**

**Motorpoint / Key Personnel Solutions Ltd**

Gateman controlling access and egress to a car motor dealership, checking sales invoices against

number plates, locking and unlocking the compound, key holder position, (relief cover).

**Inventory Clerk 1 February 2018 - 17 March 2018**

**Kuehne And Nagel Ltd / Pertemps Recruitment Ltd**

Temporary inventory PI clerk checking pick face stock and reserves, using sage 500.

**Night Production Operative 3 January 2018 - 1 February 2018**

**Duflex Foam Ltd / Essential Recruitment**

Working in a factory in various roles making and packing foam mattresses, using the experience to

help understand manufacturing costing models

**Receiving Clerk / Driver 1 October2017 - 22 December 2017**

**Boots Ltd/ GI Group**

Temporary position, receiving and checking delivery’s into a warehouse, processing pallet

Moves and transfers within the warehouse, processing put away sheets and Excel operating trackers,

Also driving T20 and LLOP MHE to support seasonal operations.

**Security Guard 6 May 2017 - 29 Sep 2017**

**Fortel Services Ltd**

Temporary security guard, patrolling construction site, night time and weekends, gateman duties,

weekdays controlling access and egress, vehicle logs, yard marshalling etc

**Stock Auditor / Driver 31 Jan 2017 - 6 May 2017**

**Orridge Ltd**

Stock counting, stock auditing, stock reconciliation’s, taking colleagues to client locations across

the UK

**Actively seeking employment 4 Jan 2016 - 31 Jan 2017**

Engaged in several projects related to gaining self employment and pursuing employment

**Reach Truck Driver / Warehouse Operative 12 Sep 2016 -4 Jan 2017**

**Boots Ltd / GI Group**

Stock replenishment, Put away, cycle counts

**Actively seeking employment 18 Jan 2016-12 Sep 2016**

Engaged in several projects related to gaining self employment and pursuing employment

**Warehouse Operative 4 Jan 2016 -18 Jan 2016**

**B&Q Ltd**

Picking stock for B&Q.com

**Warehouse Operative 24 Nov 2015 - 4 Jan 2016**

**Boots Ltd / GI Group**

Picking stock for Boots.com

**Reporting Specialist 1 Sep 2015 -24 Nov 2015**

**Framework Housing Association Ltd, Nottingham**

Preparing management reports generated through VBA and SQL for the finance office of a Housing

Association using Excel, reports included;-

* Starters And Leavers For Services - Monitoring new and terminating tenancies.
* Occupancy Report - Analysing units for efficiency and cost centre allocation
* Voids Analyses - Analysing void properties for efficiency and cost centre allocation
* Rent Balances -Report for rents staff to analyse rents by cost centres
* HB Arrears Letters Due - Report to schedule and reschedule arrears letters
* Ineligible Arrears Letters Due - As above but for ineligible charges
* Ineligible Arrears Details Report - Report to split, format and email report to cost centre managers
* Total Weeks In Arrears - Report to analyse how far rents are in arrears
* Increasing Ineligible Arrears Status - Analyse arrears statuses over 4 week periods
* Ineligible Arrears Status - Calculate current arrears status

(Reports created to provide reports not currently provided by the CMS system (Kypera).

**Actively seeking employment 1 Jan 2015- 1 Sep 2015**

Engaged in several projects related to gaining self employment and pursuing employment

**Reporting Specialist 1 May 2014-31 Dec 2014**

**Derby United Credit Union Ltd, Derby (DWP Programme)**

Preparing management reports generated through VBA and SQL for a credit Union, reports included;-

* Equality Monitoring - Automating equality monitoring reports, submitted to funding agencies.
* Insurance Reports - Automating loan and share insurance premium reports for CUNA.
* FSCS Single Customer View Report - Automating FSCS single customer view report.
* Loan Expiry Report- Analysis of loans deemed to have technically expired.
* Treasury Sanctions Analysis - Automated membership treasury sanctions checking utility
* Loan Performance Reports – Excel chart based automated loan performance reports
* Delinquent Loans Analysis - Utility to analyse loans based on part re-payments
* Credit Control Loans Analysis Report - Automated loans summary analysis report
* Automated Loans Arrears Letters - Automated arrears letters utility

(Reports created to provide reports not currently provided by the CMS system (Baccaus).

**Actively seeking employment 1 Jan 2012 - 1 May 2014**

Engaged in several projects related to gaining self employment and pursuing employment

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**Education / Training**

2019 - 2019 RTITB FLT Counterbalance & Reach Licence RASS Training Ltd

2019 - 2019 BTEC L2 Warehouse & Storage Principles DBC Training / Highfields

2012 - 2012 SIA Licence (Frontline) Pearson

2012 - 2012 ECDL 1 & 2 Pearson

2002 - 2002 NVQ 2 Health and Safety Safety Advisory Services Ltd

1996 - 1997 NVQ 3 Business Administration (Financial) City & Guilds   
1988 - 1989 953 Computer Programming City & Guilds

**Additional Information / Interests**

Likes to stay fit and healthy by swimming, playing golf and tennis and by weight training, also enjoys playing chess, flying flight simulators discussing conspiracy theories and the paranormal, Egyptology, designing art deco buildings, space exploration.