**PHONE: 07856737496**

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**ADDRESS: 38 Blackwell Place, S2 5PX, Sheffield**

**RAZVAN STEGARESCU**

**Positioned to deliver quality service, innovative operational efficiency and enhance service delivery**

Technically sophisticated accomplished, multifaceted and реrfоrmаnсе-drivеn administrative/operations management рrоfеѕѕiоnаl with еxtеnѕivе еxреriеnсе in рrоviding thе highеѕt ԛuаlitу of customer service and аdmniѕtrаtivе support, соntinuоuѕ process and performance improvement аѕ well аѕ соrе buѕinеѕѕ funсtiоnѕ, Leverage strong work ethic to function effectively under time pressure and within stressful environment with proven ability to remain fосuѕеd during соnѕtаnt intеrruрtiоnѕ. Possess a well-rounded knowledge and skills in all facets of the manufactory industry including scheduling, troubleshooting, system specifications, proposal preparation and vendor management. Outstanding skills in process improvement. Dedicated and detail-oriented with strong communication skills, written and orally, complemented by extensive education and on-going professional development

**SKILLS AND EXPERTISE**

♦ IT Literate ♦ Training Development

♦ Process Improvement ♦ Vendor Relations ♦ Organizational Development ♦ Logistic Management ♦ Risk Management ♦ Risk Management

♦ Record & Report Management ♦ Relationship Building

♦ Safety Compliance ♦ Performance Management

**CAREER HIGHLIGHTS**

* Highly creative and multitalented Customer Support professional with proven ability to ensure the smooth running of business systems/network and able to provide services that will improve the efficiency and performance of an organization
* Hardworking with track record of blending strong innovative thinking skills with solid leadership competence to evaluate issues, manage team activities, formulate strategic performance optimization procedures, and resolve complex situations
* Operations management & leadership role with a track record of timely, quality and excellence in execution
* Initiative, collaboration and partnering skills; track record of building strong and influential relationship across all levels of an organization; problem solving and proactive service orientation
* Managing processes like sourcing, screening, short-listing, selection and appointment

**TECHNICAL SKILLS**

Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook, Publisher, SharePoint), CompTIA A+, Network +, Security +, MCSA Windows 7 & 10 and Cisco CCENT

**EDUCATION AND CERTIFICATIONS/LICENCES**

**IT Career Swap Ltd** January 2019 – June 2019

Completed IT Career Swap IT Technician

**A-levels** September 2006 to July 2010

High School of Architecture and Public Constructions - Bucharest

CPC (Driver Certificate of Professional Competence) August 2015 to August 2025

**EXPERIENCE**

**Front Desk Transport Office Class 2 HGV Driver Aug. 2016 to Nov. 2019 CEVA Logistics - Sheffield**

*Highly motivated Logistics professional, Proficient in customer support and efficient problem solving. Centered on meeting client expectations while retaining quality standards to ensure timely delivers. Track record of identifying redundancies and maximizing resources to streamline operations. Proficient in a variety of logistics and supply management software, both proprietary and commercial. Dedicated, safety-conscious Truck Driver with hands on experience in transporting and delivering goods all over the UK in a Class 2 HGV vehicle*

* Focused on ensuring on-time delivery within specified timeframes; assist with load / unload process and promote customer loyalty and retention.
* Solid track record achieving efficient, cost-effective transportation operations of goods and hazardous materials while maintaining compliance with federal, state, and municipal regulations.
* Proactively and efficiently escalate critical business issues to teams, leadership and facilitate the problem identification, alternatives and decision making process
* Responding to incoming calls
* Scanning
* Data input using Excel and other logistics softwares

**Class 2 Driver Oct. 2015 to April 2016**

**Abbey glen ltd - Doncaster**

*Dedicated and dependable Class 2 Driver with a superb record of customer service and satisfaction. Wide knowledge of safety procedures for a large variety of equipment. Able to adjust schedule for unexpected or emergency delivery assignments.*

* Maintained accurate tracking by recording all relevant delivery information.
* Loaded and unloaded vehicles correctly and safely.
* Performed routine vehicle safety checks per company guidelines.

**Warehouse Operative Nov. 2014 to August 2015**

**Ambitions Personnel on Tesco - Barlborough**

*Skilled and flexible warehouse operative with significant experience working in large-scale operations with fast-moving targets and deadlines*

* Ensured that the quality of service required by customers is achieved through accurate picking, packing and dispatch
* Actively involved in continuous improvements in the area
* Ensured the warehouse is kept clean and tidy and all fire exits and walkways are free from obstructions

**Worksop 2014 - March 2014**

**24.7 Recruitment on B&Q Distribution Center**

**Driver July 2012 - May 2013**

**Castel Film Studio**

**Photographer 2010 - March 2012**

**4Tuning Car Magazine – Bucharest, Romania**

* Taking photos of modified cars and models for the magazine
* Ensuring all photos were of the highest standard
* Editing photos on Adobe Photoshop
* Interviewing car owners about their respected cars