

Eric Mordi

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Profile

I am Passionate about problem solving, possessing a creative approach while providing effective solutions to make others life easier through the use of my service. I also have High levels of concentration with a keen eye for detail and report building. I am an excellent communicator able to explain complex information into simple terms. I make it a priority to always be organised and use my effective time management skills to stay on track and hit targets with a proven track record of meeting deadlines. I am A confident team player that enjoys contributing to the success of a team, while just as confident working autonomously. I am now actively seeking the opportunity to further develop my knowledge and apply the theory that has been learnt through my studies by working in the field I hope to build a career in.

Key Skills

- Excellent communication skills – written and verbal
- Analytical and creative problem solving skills
- ICT Skills including MS Office and Excel
- Understanding property terminology and concepts
- Leadership experience
- Management experience
- Knowledge of Health and Safety procedures

Work Experience

Somerfeild

June 2009 – March 2010

Sales assistant

- Experience on tills Handling cash and cashing up tills
- Assisting customers
- Took invoices and magazine returns checking and verifying stock
- Stocked shelves and did store maintenance checks

Carphone warehouse

Aug 2012 – Dec2014

Customer consultant

- Provide excellent customer service and offer most suitable products to clients
- Covering in various store in London and Leicester
- Manage shop floor at peak times ensuring that KPI's are achieved
- Process card and cash transactions, providing invoices
- Work towards strict sales targets which has consistently been exceeded
- Promote special offers and deals to customers

MonopolyPR

Sept 2014 – Present

Event Manager

- Organise student events, club nights, comedy nights and themed events
- Oversee regular team meetings and update on progress for upcoming events

- Ensure that all aspects of the events are in line with progress reports
- Arrange and book acts and performers
- Social media marketing to advertise events
- Recruit promotional staff on events days
- Handle invoices and payments

Three Store

Feb 2016 – Aug 2017

Sales advisor (full Time)

- Opening and closing store
- Using my expertise to advise and assist customers in finding the best possible deals to suit their individual needs
- Handling sensitive customer documents and carrying out credit checks
- Hitting weekly and monthly targets
- Doing stock counts, delivery inventory and general maintenance making sure the store is presentable at all times.
- Providing excellent customer service, tracking this through customer feedback scores which I received 100% in my second month and consistently kept scores above 90%

Education

Edinburgh Napier University

2018 – Current

Level 5 Diploma in Full stack web development

Demonfort University

2013 – 2014

Foundation degree in computing (Distinction)

Completed modules:

- Computing Skills and research
- E-commerce Computing
- Creative Computing and Technology
- Problem solving and programming

Thomas More Catholic School

2005 – 2010

11 GCSE's all grade A - C including

- English Lang (A)
- English Lit (B)
- Math (B)
- Physics (A)
- Biology (A)
- Chemistry (A)

Hobbies & Interests

A have a passion for reading and writing, as a result of this I came 3rd in the London youth speak out challenge. I enjoy being active and have developed a competitive mind set through team based sports. I particularly enjoy playing football and have captained my Sunday league and university football team. I also have a keen interest in coding and I am currently completing a Diploma in Full stack web development giving me knowledge on CSS, Html, Java and Python and the way in which companies use these platforms in order to digitize their business.

Reference available on request.