

Kevin Heywood

Sales Assistant, Supervisor

Aberdeen AB25

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My cumulative experience of my past and present jobs has given me a vast platform of skills and talents that I have developed over the past few years of employment. I believe this would benefit Clear Blue Cleaning Ltd. in a number of ways and I hope my CV can prove this.

I see myself as a determined individual who can work as a part of a team as well as on my own initiative. I have gained useful leadership capabilities in my current position of employment and because of this I believe that I work well under pressure and can meet deadlines effectively.

WORK EXPERIENCE

Sales Assistant, Supervisor

C J Lang & Son Ltd - April 2015 to January 2017

Sales Assistant - SPAR

Taking in deliveries that contain cigarettes and alcohol.

Excusing challenge 25 when customers try buying cigarettes and alcohol.

Stacking shelves with stock using FIFO stock rotation.

Handling any customer complaints that may come through.

Serving customers with a high degree of customer service.

Supervisor - Training new staff on the basic functioning of the store including serving customers and preparing food.

Ordering stock for the store as well as inputting the details of the invoice through our till system.

Balancing control sheets and a Weekly Inventory & Sales Report (WISR).

Preparing various meats and vegetables to a high degree of quality to serve to customers.

Controlling daily waste levels and defrost charts within the store.

Interacting with customers in a friendly manner along with providing good customer service.

Scanning Assistant, Technical Clerk

Operative - September 2013 to April 2015

C21 Data Services Ltd

Scanning Assistant

Scanning documents through various scanners.

Creating and updating Spreadsheets outlining the job taking place.

Organising documents into boxes to be exported to the storage site.

Technical Clerk

Uploading .PDF files onto Talisman's online secure database

Working with large blueprint drawings that outline the structural features of various points of oil rigs.

Checking the quality of work done by Scanning Assistants within the building.

Checking the progress of various projects that were taking place.

Scanning Operative

Handling documents belonging to Hydrosun, Talisman Engineering and various other companies.

Creating and updating spreadsheets outlining the progress made on the job stated.
Meeting tight deadlines to ensure the work is completed on time.
Training new staff on how to use the various types of scanners within the building as well as using Microsoft Excel and other programs.

EDUCATION

Computing

Northfield Academy

August 2007 to May 2013

CERTIFICATIONS/LICENCES

Elementary Food Hygiene Certificate

July 2015 to July 2018

While working for CJ Lang & Son Ltd., I achieved my Elementary Food Hygiene Certificate for working within a SUBWAY Sandwich shop.

ADDITIONAL INFORMATION

Thank you for taking the time to view my CV and I look forward to hearing from you!