

## Attributes

I am an enthusiastic and hardworking individual. Through my career thus far I have demonstrated that I am a diligent worker and problem solver who is able to manage pressure, I prioritize tasks appropriately and develop new skills and knowledge quickly. I am mentally and physically strong under stressful conditions, enable to concentrate for a long hours under stressful situations.

Proactive in the job at hand and I have the ability to manage and give solutions to problems that arise.

Strong work ethic and I also believe treating people with respect and dignity, and accept the difference of each individual are fundamentals when dealing with people.

(Evidence of the my referral letter of my previous employer)

## Education

**2004 - 2008                      Bachelor of IT and Computer Technology Engineer of Technology**

Grade: Very good  
TEI Lamias Computer Engineering

## Working Experience

**2008 - 2011                      Germanos Telecommunications and Technology pty ltd**  
Sales representatives and Technician

- Installation and testing all types of telecommunications equipment
- Answering enquires related to mobile plans and services
- Document and report any faulty equipment to the mobile companies
- Repairing and performing troubleshooting on telecommunication systems
- Acted as a liaison between venders, clients and other services providers.
- Upselling products and services
- Handled customer complaints

**Achievement:** Top of 5/400 stores for high quality customer services in the first 9 months.

**2006 - 2008**

**Educational Institute of Technology (T.E.I) of LAMIA**  
Laboratory Administrator

- Installation and adjustment of computers in the laboratories in Windows and Linux platforms
- Troubleshooting operational problems at the lab (HelpDesk)
- Supporting of Network equipment

**Achievement:** Assisted the faculty and lab manger to achieve most of the goals such as each student had a computer to use.

**2012 - Present**

**Select- O- Pedic Bedding Manufacture**  
Receiving and Ordering Officer

- Updated ordering, receiving, and inventory control of several thousand items Using Microsoft word
- Knowledge of the goods and understanding what they use for
- Examining goods for damage, and disposing obsolete stock
- Stock shelf arrangements
- Forecasting product needs through close communications with managers and staff
- Liaise with transport companies in relate to deliveries, timing and related quires.
- Record keeping
- Supervising and training new employees
- Maintain a safe and tidy work area including loading bays
- Responsible for supplier selection, Price negotiation, cost reporting, and estimating
- Perform other duties as required by the Manager
- Coordinating with both internal and external customers to ensure appropriate product selection.

**Achievement:** Met with all department head's daily regarding any changes in inventory or materials.

## **Skills**

- Problem solving and decision making
- Proficiency in Microsoft Office Suite, Linux
- Good numeracy skills
- Check paperwork from the loads
- Installation and adjustment in Windows XP and 7 platforms
- Troubleshooting operational problems in Windows XP and 7(Helpdesk)
- Coding in HTML, Javascript, jQuery, C++, java, C# and Assemble.

## **Referees**

### **Ms Lisa Martain**

Executive Accountant

Representative

TEL: (03) 8567 3000

Email: lisam@selectopedic.com.au

### **Mr Harry**

Foam Co Supplier - Sales

TEL: 0427 312 285