PERSONAL INFORMATION

Sandra Lukoseviciene

 3 Thomas Champan Grove, Northampton, NN4 8RQ (United Kingdom)

 07404338871

sandralukoseviciene9@gmail.com



WORK EXPERIENCE

01/06/2016 – 20/04/2017

Team leader

Singe resource - Clipper Zara, Northampton (United Kingdom)

Daily check how many people booked/attended. If need try to find replacements for absence's. Few daily meetings with management about new plans, performance's, change's. Cheeking staff performance, have conversation with them if they not reach targets. Helping people with all queries, holidays, inform about all news/changes.

20/04/2017 – 20/10/2017

On - site coordinator

Single resource - Clipper John Lewis, Northampton (United Kingdom)

▪ Set up and manage paper or electronic filing systems, recording information, updating paperwork or maintaining documents, such as attendance records, correspondence or other material.

▪ Process, verify and maintain personnel-related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications and employees' leave.

▪ Process and review employment applications to evaluate qualifications or the eligibility of applicants.

▪ Arrange for advertising or posting of job vacancies, and notify eligible workers of positions available.

▪ Explain company personnel policies, benefits and procedures to employees or job applicants.

▪ Process, verify and maintain personnel-related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications and employees' leave.

▪ Review time sheets, work charts, wage calculations and other information to detect and reconcile payroll discrepancies.

▪ Process paperwork for new employees and enter employee information into the payroll system.

▪ Record employee information, such as exemptions, transfers and resignations, to maintain and update payroll records.

▪ Keep track of leave, such as holidays, personal and sick leave, for employees.

▪ Compile employee time, production and payroll data from time sheets and other records.

▪ Complete time sheets showing employees' arrival and departure times.

21/10/2017 – 01/01/2018

Warehouse operative

Clipper John Lewis, Northampton (United Kingdom)

01/01/2018 – 15/02/2019

Stock control administrator

Clipper John Lewis, Northampton (United Kingdom)

▪ Compare merchandise invoices to items actually received to ensure that shipments are correct.

▪ Verify inventory calculations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.

▪ Issue or distribute materials, products, parts and supplies to customers or colleagues based on information from incoming requisitions.

▪ File and retrieve corporate documents, records, and reports.

▪ Open, sort, and distribute incoming correspondence, including faxes and email.

15/02/2019 – 01/09/2019

Warehouse operative

Clipper John Lewis, Northampton (United Kingdom) – Part time

EDUCATION AND TRAINING

01/09/2012–22/06/2016

Bachelor of Science diploma - Event business management

Northern Lithuania College, Siauliai (Lithuania)

24/09/2019–Present

Bachelor of Science - Computing BSc

University of Northampton Waterside Campus, Northampton (United Kingdom)

PERSONAL SKILLS

Mother tongue(s) Lithuanian

Foreign language(s)

UNDERSTANDING

SPEAKING

WRITING

Listening

Reading

Spoken interaction

Spoken production

C1

C1

C1

C1

C1

English

|  |  |
| --- | --- |
|  | Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) |
| Communication skills | Good communication skills, talkative person, outgoing. |
| Organisational / managerial skills | Responsible  Punctual  Well organised  Hard working  Fast learning  Handy |
| Job-related skills | Administration jobs past few years let me understand what Computing site it's my goal. I'm looking the job to let me get more experience and also use my future learning at university in my work place. Why you need to choose me? because I'm the person witch is come every day with more news and grooving up like specialist. |

Digital skills

SELF-ASSESSMENT

Information

processing

Communication

Content

creation

Safety

Problem-

solving

Independent user

Independent user

Independent user

Independent user

Independent user

[Digital skills - Self-assessment gri](http://europass.cedefop.europa.eu/en/resources/digital-competences)

[d](http://europass.cedefop.europa.eu/en/resources/digital-competences)