

## **ARIANA LADAVICIUTE**

## **CONTACT**

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## **PROFILE**

**Would describe myself as committed hard working honest loyal young woman who knows what she wants from the future and aims to get a full time job position with the open mind and positive attitude learn all required skills .**

## **EXPERIENCE**

- **Accounts assistant- CSS limited.**
- **Helpdesk administrator/ scheduling/ estimator- Oakwood construction**

## **EDUCATION**

**The Maplesden Noakes School .**

**GCSE exams :**

- **English 5**
- **Science 5**
- **Mathematics 6**
- **Business 5**
- **History 5**
- **Physical Education 5**

## **CURRENT OCCUPATION:**

**Advance Technical Ltd**

## **SKILLS**

**Managing help desk, answering calls in a timely manner and transferring calls to the appropriate person / department.**

**Any ad-hoc tasks required in line with needs of the business.**

**Providing reactive and quoted works operational support, including attending planning meetings as required.**

**Job specific document control, including the closing out of works and necessary archiving.**

**Establish and maintain good communications throughout the life of each job (including gathering key**

dates for works etc.).

Production of KPI and other ad hoc reports.

Planning, tracking, and monitoring of works from enquiry stage to invoice.

Create reports/documents. Updating and formatting of documentation. Action all ad-hoc requests from Helpdesk Team Leader / senior managers.

Raise / create / convert quote / work numbers on Job logic system, update / close works after works completed.

Completing invoicing.

Create and maintain Works / Clients folders.

Update and maintain Clients Portals.

Uplift Purchase Orders.

Attending Meetings / Taking Meeting Minutes.

Uploading Necessary Documentation, Pictures on Share Drive.

Organising Labor for Reactive and Quoted Works / Updating Labor Tracker.

Various Ad hoc - To include but not limited to,

Providing holiday / sickness cover as requested to support other roles. \*

Carry out other duties as required ensuring the business achieves its aims and objectives.

I have experience with apps such as Sage, job logic, verisae, ProNett, Bellrock, Excel, Word and many more...

## REFERENCE

Available on request.