

# Natalia Jagiela

Accrington

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Eager and enthusiastic individual seeking a chance to contribute as an administrator/accounts assistant with a focus on gaining valuable experience. I bring with me a positive outlook and a strong desire to excel, committed to surpassing predefined goals. My primary objective is to explore new avenues for personal growth in the field of administration/accounting while showcasing my exceptional organizational and fast-learning abilities.

## Work Experience

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### **Quality Administrator**

RLC Callender - Accrington

February 2023 to Present

Responsibilities:

- Concessions (EqN) - Completion and review on return, transfer of Customer decisions to actual parts, identification of Quality Documentation in line with requirements.
- FAI Preparation using Inspection Expert FAIR software, ensuring all Technical drawing, specification and PO requirements are considered.
- Compilation of FAI packs in line with Customer Requirements.
- CAR completion for Customer non-conformance.
- Expedite rejected / slow moving WIP via rework / concession processes.
- Ensuring Filing, Storage and archiving (including scanning) of all Quality Documentation, is completed in line with internal Folder Structure and Customer / Regulatory requirements.
- Management of Batch Card and other Quality Documentation, ensuring it is completed and stored correctly by the Individual Business Unit owners, including off-site storage at K2.
- Completion of Weekly KPI's.
- Contributing to the reduction of scrap, rework and non-value added costs.
- Data capture and analysis, bringing about improvements based upon actual data.

### **Assembly Operator**

Texecom Ltd - Haslingden

November 2018 to January 2023

Responsibilities

- Assembly fire alarms
- Inspecting products before despatch
- Preparing documents for entire process
- Testing that the product meets the required specifications

### **Despatch operative**

RLC LTD - Altham

February 2018 to September 2020

Responsibilities:

- Inspection of parts.
- Checking documents.
- Getting parts ready for dispatch.
- Scanning documents.

### **Accounts Assistant**

RLC LTD - Altham

April 2019 to August 2019

Responsibilities:

- Scanning documents.
- Filing documents.
- Filling invoices.

Selected for an additional placement due to both demonstrated competence in existing roles and furthering my education through an accounting course at college, this also allowed me to gain an insight into the accounting profession. Working as an accounting assistant made me gain a lot of knowledge and new skills like organising and

processing documents.

### **Picker/Packer**

Simon Jersey - Altham

October 2017 to January 2018

Responsibilities:

- Taking orders. (Picking)
- Inspecting quality.
- Safe packing of products.
- Completing online orders.

Working as part of a team as well as under my own initiative to complete daily targets. Learned how to adapt to a working place. Correct packing and labelling goods to make sure they were shipped to the correct address in a safe packaging.

### **Shop Assistant**

Polish Shop - Accrington

November 2016 to October 2017

Responsibilities:

- Opening and closing the shop safely.
- Responsible for taking orders.
- Cashing up at the end of the shift, as well as safely packaging and storing the money.
- Receiving deliveries and putting stock away.

As a shop assistant I've learned new ways to treat a customer and show respect to make sure their experience is always the best. Adhering to health and safety of handling or storing the food so it could be sold to a customer.

## Education

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### **Level 2 in Accounting**

Accrington & Rossendale College

January 2018 to June 2018

### **BTEC level 1 in Public Services**

Blackburn College

February 2016 to 2017

### **AS Level in Biology-Chemistry**

Zespol Szkol im.Ignacego Lukasiewicza w Nowej Sarzynie - Nowa Sarzyna, podkarpackie

April 2013 to 2015