

# Jack Fairhurst

**Hardworking individual with vast customer service and IT experience**

Leigh WN7 5HA

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## Personal Details

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**Driver's License:** Cars

**Eligible to work in the UK:** Yes

**Highest Level of Education:** A-Level or equivalent

**Industry:** Retail

**Total years of experience:** 6

## Work Experience

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### **Warehouse Operative**

Brakes Group - Warrington

March 2022 to Present

- General warehouse duties
- Picking stock from a LLOP at a fast rate
- Also picking on foot putting stock on stills and cages
- Cleaning and maintaining the warehouse when required

### **Customer Service Assistant**

B & M Retail Ltd

September 2016 to Present

- High level of customer service.
- Unloading delivery vehicles and pulling pallets onto shop floor.
- Maintaining shop displays and stock rotation.
- Advising customers on products, prices and general enquiries.
- Ad hoc duties as and when required.

### **General Assistant**

Sainsbury's

2015 to 2016

- \* High standard of customer service.
- \* Ensuring Fresh Foods department is always well stocked and immaculately presented
- \* Rotating stock and keeping department clean and tidy.
- \* Responding to customer enquiries in a helpful manner.
- \* Fully trained to assist on checkouts when required
- \* Any other duties as required

## **Stockroom & Retail Assistant**

Age UK

2015 to 2015

- \* Customer service duties and interacting with the public
- \* Giving advice on products, prices and in store deals
- \* Arranging and maintaining shop displays
- \* Sorting and rotating stock
- \* Loading and unloading delivery vehicles
- \* Assembling furniture and other goods ready for sale
- \* All other duties as required

## **Giving general technical support and I.T. training**

Department for Work & Pensions

2014 to 2014

- \* Supporting people to complete their online claims
- \* Giving general technical support and I.T. training
- \* Setting up customer email and Universal Jobmatch accounts.
- \* Downloading CV's and other documents to client files
- \* Setting up public computers and repairing any desktop issues
- \* Ad hoc duties when required

Training & Qualifications:

## Education

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### **Diploma in IT**

Leigh Sixth Form College - Leigh

September 2010 to June 2012

## Skills

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- # Full UK driving licence
- # Excellent knowledge of IT including all Microsoft platforms
- Outlook
- Data Entry
- Microsoft Excel
- Microsoft Office
- Microsoft Outlook
- Microsoft Word

## Certifications and Licenses

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### **# Safe Manual Handling at Work**

Present

**# Health & Safety at Work**

Present

**# Fire Safety at Work**

Present

**# Communication at Work**

Present