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Personal Profile

My work history has mainly been around Pre-Delivery Inspection (PDI) and driving. I hold a full, clean driving licence. I am loyal, hard-working and adaptable. I have a positive approach to new challenges and I am eager to learn and achieve. I have the ability to work within a team, but I can also use my own initiative. I remain calm under pressure and I am excellent at time keeping.

Work Experience

Aug 2022 - Present Counter Sales Assistant, Travis Perkins

My main responsibilities involve dealing with customers and processing any telephone or email orders. Each morning part of my role includes taking stock checks in which I use a handheld PDA, when the delivery arrives which is usually 3 times a week, I am able to assist with checking and putting stock away. I am also able to adapt and help out in other areas of the company when necessary. For example, helping out in the yard and travelling over to other branches. During my time in this role I have undertaken two training courses which are - Fuel Efficiency, Emissions and Air Quality and The Professional Driver, You The Ambassador For Van Drivers.

June 2022 - Aug 2022 Sales Executive, Beesley & Fildes Ltd

My main responsibilities for this role were customer focused, which mostly involved me with taking telephone and email orders. However, I am also able to adapt to working on the trade counter and deal with customers when necessary, during busy periods this part of my role can be quite demanding, however I am able to remain calm in these situations and deal with the customers in a calm manner. During this role I was also required to take any enquiries from customers which mainly meant I would order materials into store from a variety of suppliers.

Aug 2018 - June 2022 Warehouse Assistant/Delivery Driver, Sovini Trade Supplies

My main responsibilities involve dealing with customers and processing telephone or email orders and enquiries. When required, my role has also included processing planned jobs, working on the picking sheet and dealing with purchase orders from other suppliers. In addition, I have been given a number of responsibilities including fire safety, being the second key holder and opening and closing at the end of the day. I have also regularly volunteered to help in either the warehouse or the delivery vans whenever we have been short-staffed. I was invited to apply for Sovini's Rising Stars programme and was successful in doing so. Rising Stars has given me dedicated training and development designed to prepare me for greater responsibilities within the company.

Jun 2018 - Aug 2018 Delivery Driver, Kuehne & Nagel

Leading international logistics provider. Responsible for deliveries, operating from a number of outlets and depots. I would work with a number of different locations and colleagues to ensure

the smoothest and most efficient possible distribution and deliveries.

Oct 2017 – Jun 2018 Warehouse Picker, Amey

I had ownership and responsibility for my own pick list. I picked items on my list for the Engineers. I would return any stock that the Engineers had not used and no longer needed, logging them back into stock on the computer. I would help colleagues to complete their orders, if needed. When all the orders are fulfilled we would ensure that the warehouse was optimally arranged and clean.

Jul 2015 – Sept 2017 Delivery Driver, Oak Tyres

Deliveries were made 3 times a day in my area. My duties were to load the tyres into the van in order of delivery and then to deliver the designated orders. I had a specified area of delivery and was expected to take ownership of the customers/area, fulfilling their needs from day-to-day. When others were busy and I had capacity, I would help out drivers in other areas in order to help to satisfy demand.

Dec 2007 – Jul 2015 Customer Delivery Driver, Tesco Plc

My duties were initially in the warehouse, where I had responsibility for stock picking. I was rapidly moved on to delivery driving. My duties were to load the cargo into the van in order of delivery and to then deliver the orders to customers. We delivered by use of a manifest, giving time allocation and customer details. Quite often in cases where the customers were elderly or disabled in any way we would help them to unpack. On return to store undelivered food would be returned to its rightful place in store and the van made clean and ready for the next driver.

May 2001 -Dec 2007 Junior Technician, Renault Manchester (Main Dealer)

As a Vehicle Preparation Technician at Renault Manchester I was responsible for the preparation of new and used vehicles. Work was expected to be carried out to the highest standards and all paperwork had to be completed accurately. I would also be called upon to do minor servicing.

Academic Qualifications

1996 -2001 Salford College, City Campus, Worsley

City & Guilds Level 1 and 2

1991 - 1996 Moorside High School, Swinton, Manchester

GCSEs including Design & Technology, English, Science, Art & Design, Geography, Mathematics

Additional skills and responsibilities

- Counter balance fork lift truck licence
- Fire marshal
- First aider
- I hold a full, clean, driving licence

Referees are available on request