

## **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.**