

Jack Fairhurst

Hardworking individual with vast customer service and IT experience

Leigh WN7 5HA

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Personal Details

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

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

Diploma in IT

Leigh Sixth Form College - Leigh

September 2010 to June 2012

Skills

- # 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

Safe Manual Handling at Work

Present

Health & Safety at Work

Present

Fire Safety at Work

Present

Communication at Work

Present