

PERSONAL INFORMATION

Aivis Pizelis



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Sex Male | Date of birth 11/04/1998 | Nationality Latvian

WORK EXPERIENCE

04/01/2018–04/02/2019

Agency representative

Solution Recruitments, Newcastle (United Kingdom)

As a representative my role is to greet agency staff that come on-site making a note of the staff that are present and relaying the information to my manager and site management..

Processing paperwork necessary that is used when reporting staff details to management.
Issuing and taking notes of equipment issued to staff on a daily basis, replacing any faulty equipment.
Reporting all details of procedures happening in the morning to my manager such as pay queries, equipment used, equipment stock, amount of staff on-site, any other issues.

09/04/2019–31/03/2020

Hospitality establishment receptionist

Cavendish Hotels, St. Julians (Malta)

Greet hotel guests; answer any questions or concerns
Provide an outstanding guest experience
Maintain an orderly front desk
Operate computer programs and multi-line phone systems
Maintain guest records and book reservations
Complete basic cashier and bookkeeping responsibilities
Contact necessary staff to solve problems when challenges arise, ensuring guest comfort.

01/01/2018–01/02/2019

Temporary Staff/Solutions Recruitment

Orchard House Foods, Gateshead (United Kingdom)

Doing ad-hoc based shifts for Solutions Recruitment over several client sites. (warehouse)
Duties involve picking and packing orders, production work, delivery work as a second man.
Rotating stock to ensure production is running smoothly.
Processing relevant paperwork necessary for production work to run smoothly.

EDUCATION AND TRAINING

01/09/2014–01/06/2018

Catering Specialist

RTRIT, Riga (Latvia)

General

-English, Latvian, Russian , Mathematics, IT, chemistry, science, etc.

Occupational

occupational techniques (making all sorts of breads and pastries, high standard dishes).

Bartending

PERSONAL SKILLS

Mother tongue(s) Latvian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian	C2	C2	C2	C1	C1
Russian	C2	C1	C1	C1	C1
English	C2	C2	C2	C2	C2
Spanish	B1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Communication skills Great communication skill were gained in UK, by speaking with clients and customers trough the phone or emails.

Organisational / managerial skills Leadership- Was responsible for 200+ employees and had to make sure i hit the target everyday. Very organised and I always make sure to do everything in time and nothing is left behind.

Job-related skills Great communication. (Was responsible to make arrangement with Clients and employees. Very organised responsible. (Had to monitor workers and if there was something wrong I had to immediately make action to try fix the issue.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

Proficiency in MS word, excel etc.

Intermediate skill is VisualStudio.

Java, HTML, JS, CSS- Currently learning and building my personal website.

Fast typer: +-110 w/pm

Other skills

Aivis Pizelis
Hello, my name is Aivis. I am 22 years old Latvian enthusiastic searching for his new career path in IGaming. Currently living in Malta, St Julians. I speak 4 languages (Italian- native, Latvian- native, Englishnative and same applies for Russian) as well as writing. On top of that I'm learning Spanish and maybe in future it can come in handy. My experience with customers and clients in total is 2 years. My first year was in UK. I was an agency representing. I was assisting our clients trough emails and phone. Regarding our customers , as well trough phone or emails. My second year in customer service was here in Malta. I was working in St. Georges Park Hotel as a receptionist. My tasks included customer service on the spot or as well trough phone and emails. The last 15 years I've been dedicating myself to IT and everything else that is connected with it. I can average +- 110 words per minute by typing with the keyboard. I love helping people , and that's what puts a smile on my face. From me You can wait very high standards

in
customer service and support as well as you will see great reviews.

Driving licence B

ADDITIONAL INFORMATION

Courses Ongoing Web Development course