

# Aivis Pizelis

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## PROFILE

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A **highly motivated** and **hardworking** individual seeking a job to learn and improve my existing skills. Mechanically minded, with a **methodical** approach to working. High eagerness to learn and develop personal skills in a practical setting. Eventual career goal is yet to be decided, currently focusing on learning and gaining experience from different job roles. Willing to show my quick learning and my abilities to improve and fix major problems. I have good managing skills without previous experience. I'm good at teamwork and I can take the job responsibility to myself in almost any situation if needed. I've managed a team of approximately **200** employees without issues. My main goal was to hit the **target**.

Previous experience in **Accounting** and **Administration** was gained by covering my consultant.

**Full Proficiency** in Microsoft **Word** and **Excel**.

As well some **Microsoft SQL** skills were gained including setting up ports for network servers.

Some skills in **Java** coding and editing were also gained by myself. Some **HTML/CSS** skills were gained too.

Strong will to learn new SEO skills and WEB development in general.

Advanced **Analytical skills** and I'm excellent with numbers and precision.

**Honest** and **trustworthy** person able to provide confidence. I can bring **profits** to the company by bringing changes and making things go **more efficient**.

I'm very sociable and communicative.

I have experience in **sales** by having a part-time job as a **sales man**.

I always will try to make a better place where to work and I'm happy to help others.

Can work in a multi linguistic environment.

I have experience with **clients** and **customers**.

Have knowledge in **iGaming** industry and **Gaming**.

## INTERESTS

Sports and Casino

iGaming

WebDevelopment

Customer Support

Online Content Moderation

Administration

Forex

IT related.

## QUALIFICATIONS AND PROFESSIONAL TRAINING

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<b>Catering Specialist</b> – "Rīgas Turisma un Radosas Industrijas Tehnikums" Preiļi, Latvia	2014–
<b>2018 A level equivalent of grade B in English, Latvian and Maths and History</b> –Primary School, Preiļi	
1. Pamatskola Preiļi, Latvia	2005 –
2014	

**Driver license category (B)** (EU driving license)

2016-2021

## KEY SKILLS AND EXPERTISE

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- Customer focused
- Research and development
- Strategic thinking
- High knowledge in economics
- Experienced in computing
- Forward and analytical thinking
- Complex problem solving
- Commercial acumen
- English, **Russian**, Latvian and **Italian** speaker
- Quick thinking

## **EXPERIENCE**

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2018 January – 2019 February    **Agency Representative** – Orchard House Foods/Solutions Recruitment

### **Key Responsibilities:**

- 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.

2018 January – 2019 February    **Temporary Staff/Solutions Recruitment**

### **Key Responsibilities:**

- 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.

2019 April – 2020 April Receptionist/Administrator St. George's Park Hotel

### **Key Responsibilities:**

- 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.

## **Personal Description**

I have a diploma as a Chef/Barista/Waiter/ which I studied for 4 years.

I've placed as 4<sup>th</sup> in Latvian chef's competition U20.

I'm learning Multimedia designs and programming by myself.

High IT knowledge.

Any Job situation and role fits me as I can and like to improve and I'm suitable to any kind of job.

Very good team player. I like to work in a team and as well individually. I like to learn and develop my existing skills. I am very communicable and friendly. Customer service skills were acquired while working as an Agency representative. One of my job duties were assisting and helping agencies employees for example check if the salary was paid correctly or to make sure that all holiday pays were correct.

I speak and write without problems in English, Italian, Latvian and Russian.

Those languages were acquired by Living in those countries except for Russian. I've learned Russian by myself, while assisting Russian employees. That shows, that I can learn quickly things that someone could not do. I can bring new styles and new methods of procedures for the company that will get benefits from them.

General Accounting skills were acquired too and as well as Consultant skill too.

Microsoft Office and IQX are not a problem as they were used daily in my previous job.

I can handle any situation, even the most stressful ones without a problem.

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**References Available Upon Request**