



MARIA OTILIA ANDREI

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Address:

73 Brixham Drive
Coventry
Cv2 3LF

SKILLS

- Shipping and receiving practices
- Delivery of products
- Stock management
- Administrative duties
- Microsoft Office /Word excel

STRENGTHS

- Attention to detail
- Have a meticulous and efficient work ethic
- Able to work shifts
- Willing to work overtime at short notice

OBJECTIVE

A multi skilled, hardworking and efficient warehouse supervisor with a proven track record of ensuring the smooth functioning and running of all warehouse concerning activities. Able to follow standard operating procedures and work in a methodical and tidy manner. Possessing a comprehensive understanding of material/stock management techniques and inventory control methods and procedures. Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

JOB EXPERIENCE

Fyffes Group Ltd Food And Distribution Supervisor September 2017 - Present

Receiving, moving, checking and storing incoming goods. Checking and inspecting goods received and ensuring they are of accurate quantity, type and also quality. Packaging and labelling products before

- A good team player
- Organized, Punctual,
Able to work on pressure,

HOBBIES

- Travelling, Sporting,
Cooking

they are dispatched Helping to ship out over 6 lines every day. Picking and packing products. Loading and unloading lorries, vans and other vehicles. Welcoming and helping clients who visit the branch.

Supervising the work of a junior staff
Ensuring a clean and safe workhouse for staff to work in. Removing hazards products from the warehouse. Accurately updating all data into computer and manual recording systems.

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EDUCATION

Institution:Trinity Saint Davis Birmingham

Major:Bussines And Management

Year of Passing:2019

Institution:Liceul INDUSTRIAL
METALURGIC

Major:High Shool

Year of Passing:2002

PERSONAL DETAILS

Father's Name : Dumitru

Date of Birth :29/11/1988

Gender : Female

Marital Status : Married

Nationality : Romanian

Languages Known : English, Spanish,
Romanian

REFERENCES

Available on request.



MR D MORRIS

HR MANAGER

ABC COMPANY

3983 Ridenour Street, Miami, FL,33176

Dear Hiring Manager,

I would like to introduce myself as a candidate for the SUPERVISOR position at ABC COMPANY. As a candidate with several years of experience as a SUPERVISOR, I believe I am a well-qualified to meet the needs of your company.

During my professional history, I have demonstrated consistent success applying these qualities to achieve high reaching objectives. The following are highlights of my skills and accomplishments:

Directing all aspects of staff development and management-including leadership development and coaching - to encourage progressive professional development and stimulate top-flight team performance.

Realizing consistent improvements in productivity, performance, and employee relations through effective relationship management, problem solving, and communication abilities.

Dedication to ethical standards and the ability to help encourage a busy, high pressure workplace.

I look forward to the opportunity to learn more about becoming a Supervisor at ABC COMPANY and to discuss how I can contribute my strengths at your firm. Thank you for taking the time to review my credentials and experience.

In the meantime, thank you for your attention and I look forward to hearing from you.

Sincerely,

Maria Otilia Andrei

73 Brixham Drive (COVENTRY)

07850214411

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