

LOOKING FOR OFFICE ASSISTANT

- We are looking for an office assistant that either has experience or is willing to train and learn the ropes of the job. We need someone who is willing to put in the work, motivated, quick learner and creative as everyone in our office contributes with ideas. This job consists of organizing meetings, handling phone calls, letters and emails create a calendar and reminders for each day so that the CEO knows what he must do today and have everything already organized.
- The working hours are between 8am to 4pm which are quite decent as you get the rest of the day to do whatever you want, and the pay starts at £20 per hour

Cover Letter



**CRISTINA
SARDARU**



ANDRASARDARU4@GMAIL.COM



+447437714599

24 WELLINGTON ROAD,
B676EX, SMETHWICK, BIRMINGHAM

Dear

My name is Cristina Sardaru.

Attached you will see my Curriculum Vitae with all the relevant information for this job.

I am 39 Years old and have been looking for an opportunity like this for a long time. I have worked in the Hotel Industries, Food Industries, Cleaning industries and even warehouses and across all of these I have picked up quite a lot of skills across my career

Sincerely,

Cristina Sardaru





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SARDARU**



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LINKEDIN URL

OBJECTIVE

SKILLS

Outside of the box thinker, Pay
attention to even the smallest detail,
Great under Pressure, Good with
deadlines and time limits, Motivated,
Good Leader, Can work good in a team
and solo, Bilingual

EXPERIENCE

GREENCORE

February 2021 to Now

My key responsibilities is assembling and controlling the quality of the products that are being sent out on the production line. This meaning I had to keep up the pace that the production line has set while also making sure the product is the highest quality it can be

HILTON HOTEL

March 2019 to December 2019

My responsibilities were to clean the rooms that were about to be checked in or the ones that were checked out in a certain amount of time. This meaning I had to clean the room at a 5-star quality in a short time.

EDUCATION

DEGREE OR QUALIFICATION/DATE EARNED

University or College

University of Wales Trinity Saint David 2021 to 2023
Certificate of Higher Education skills for the Workplace

Liceul Economic Romania Finished in 2000

I finished this college with a degree in math's, Romanian
and Geometry

VOLUNTEER EXPERIENCE OR LEADERSHIP

