

DJEZOU JOHN KONAN
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London SE6 2BQ
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Email: johnko.tonde25@yahoo.com

Personal Profile:

A skilled and confident sales enthusiast with more than 4 years of commercial experience working within customer facing environments. Through this I have gained excellent interpersonal and communication skills which have enabled me to work effectively and deal with difficult situations in a professional manner. Excepte to graduat Wirth a Business management degré, currently looking for an opportunity to apply my skill set to a challenging role. I am looking forward to working with a progressive company where I can further develop myself, both personally and professionally.

Education

CertHE Business Skills for the Workplace
University of Wales Trinity Saint David
Oct 2025 – présent

Work Experience

I.T. Training

Dec 2009 – Jun 2010 Level 2 NVQ in customer service

Training and Learning Company

- Prepare yourself to deliver good customer service
- Provide customer service within the roles
- Recognise and deal with customer queries, requests and problems
- Give customers a positive impression of yourself and your organisation
- Deal with customer face-to-face
- Deliver reliable customer service
- Develop customer relationships.

Oct 2007- Jun 2008 Level 2 NVQ information Technology,

Just I.T. Training Ltd, London

- CompTIA A+ Hardware
- CompTIA A+ Operating System
- Windows XP Professional
- Windows Server 2003
- Cisco CCNA

Oct 2000- May 2002 Accounting Management, Chambre de Commerce
Ivory COAST

Oct 1999- Jun 2000 College Jean Mermoz

Maths, English, French, Science, Humanities, Sociology
(equivalent of 5 GCSEs A-C)

SEPT 2020 Present GO- AHEAD LONDON (Bus Driver)

Jun2013 - Present CSP (Combined Service Provider)

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May 2011 - Sept 2012 Compass Group

Office Assistant

- Attending to clients' needs
- Dealing with enquiries or complaints
- Taking incoming and making outgoing calls
- General office duties, filing, photocopying, ordering stationery
- Suggesting new ideas that will help improve sales and employee satisfactions.
- Learning company products and services to assist customers to select right products

Jan 2007- Aug 2010

O2 UK Ltd

Sales Executive

- Building up an excellent rapport with customers
- Advising and introducing new products and possible solutions to customers. This involved portraying excellent communication skills and a friendly and approachable manner at all times.
- Controlling and managing stock.
- Demonstrating a responsible and professional attitude at all times, working well in a team environment and motivating both myself and others.
- Developing promotional packages.
- Liaising with other departments

Interest & Achievements:

Computing: I have a very keen interest in computing and have periodically updated my PC. I thoroughly enjoy assisting friends and family troubleshoot, PC issues they may have. I am a confident user of all Microsoft Office applications including Word, Excel, PowerPoint and Outlook. In addition, I always try to spend time going to the gym to stay fit and healthy.

References

[Job Search / Indeed](#)

References available upon request 3

Full job description

Shuttle Bus Driver

Goodwood Art Foundation | Permanent | 16 hours per week (weekends, both Saturday and Sunday)

Be part of something truly unique.

The Goodwood Art Foundation is a pioneering not-for-profit organisation located on the Goodwood Estate, bringing together contemporary art, environment and education in a stunning natural setting. We're looking for a friendly and reliable **Shuttle Bus Driver** to help provide a warm welcome and seamless experience for our visitors.

As a key member of the team, you'll safely transport passengers between designated locations, ensuring every journey is comfortable, efficient and delivered with excellent customer service. Whether assisting visitors, maintaining vehicle safety standards or supporting busy event periods, you'll play an important role in creating exceptional experiences.

What you'll do

- Safely operate the shuttle bus along designated routes and schedules.
- Welcome and assist passengers in a professional and friendly manner.
- Carry out vehicle safety checks and report any maintenance requirements.
- Maintain a clean and presentable vehicle.
- Monitor passenger numbers and ensure safe operation at all times.
- Complete journey logs and relevant documentation accurately.
- Communicate effectively with the operations team regarding any issues or delays.

- Support visitor flow during busy periods and events.

What you'll have

- A valid driving licence with the appropriate category entitlement (D1/PCV as applicable).
- Prior experience driving buses, coaches or similar large vehicles.
- A strong commitment to safety and compliance.
- Excellent customer service and communication skills.
- Good time management and a dependable, professional approach.
- The ability to remain calm and professional in a busy environment.

What you'll get

- Free event tickets
- Health cash plan
- Access to a comprehensive wellbeing programme
- Gym and health club membership discounts
- A beautifully unique place to work

If you're a safety-focused driver who enjoys helping people and delivering outstanding customer service, we'd love to hear from you. Apply now and join us at the Goodwood Art Foundation.

COVER LETTER

07702313321

Johnko.tonde25@yahoo.com

Date 19/07/2026

Hiring Manager

Goodwood Art Foundation

Please find my cv for the Bus Driver position

Dear Hiring Manager,

This is a covering letter to my curriculum vitae that I have enclosed showing my abilities, knowledge and experience. You will see that I have varied skills and capabilities and would like the opportunity to put this to the test within the work environment.

I am enthusiastic, conscientious and a versatile person ; I have high regard for loyalty and hard work. I work well under pressure and as part of a team. I have good communication skills, both oral and written. I also enjoy challenges and taking on new projects.

I am immediately available and would love the opportunity to meet with you at your convenience. If you have any questions regarding my application please do not hesitate to contact me for further details and i look forward to hearing from you soon.

Yours faithfully,
JOHN KONAN

