

STEFAN ABRAHAM

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PERSONAL PROFILE – CAREER OBJECTIVE

I am an energetic and hardworking Class 1 & 2, bus driver with fully certified and posses all of most relevant qualifications, outstanding customer service skills. I have gained experience in this field and I'm looking forward to utilising my skills and abilities in an organisation where I can make a tangible difference on a daily basis.

EMPLOYMENT HISTORY

June 2022 International articulate lorry driver in Mercavia Retamar SL.
Articulate lorry driver from Barcelona(Spain) to Milan(Italy) carrying hazardous goods.

Dicember 2017- October 2020 Facilities Officer, Receptionist and CCTV security in University of Leeds Becket UPP (England)

- Front of house including phone handling in to excellent and professional manner.
- Make use of my knowledge in Health and Safety issues /security issues and reporting procedures
- Proceed to use my reactive maintenance skills when required also proactive approach to problem solving
- Capable of working under minimum supervision /team player abilities

November 2012 to july2017 Facilities Management(assistant) at Britvic Soft Drinks Hemel Hempstead

Duties:

- Meeting and greeting clients and contractors
- Setting up and utilising the IT equipment for meetings and events
- Supporting the Facilities Manager in the day-to-day activities
- Assisting people in and around the workplace
- Ensuring all Health & Safety, legal compliance and procedures are followed
- Liaising with couriers and suppliers
- Basic admin duties such as printing, photocopying and filing
- Replenishing all consumables (when required)
- Checking stock and ensuring supplies are purchased
- Handling incoming and outgoing mail, packages and other deliverables.
- Inspecting and maintaining cleanliness throughout the facilities
- Assisting with the preparation and layout of rooms
- Ensuring emergency repairs are carried out as soon as possible

CORE QUALIFICATIONS

HGV class 1 and 2 trafik driving school Alicante certification, tacografo, CPC
ADR Hazargouds March 2022

Category D licence,CPC, digi tachograph card holder in trafik alicante July2022.

LASER Level 2 Award for Working as a CCTV within the Private Security Industry (agosto 2020)Leeds – Uk.

Mental Healt Firt Aid for people who may be experiencing mental heathlth issues such as depression,anxiety and psychosis.(15 mayo 2019) Leeds – England

Emergency Firt Aid at Work in StJohn Ambulance (Abril 2019) Leeds- England

SIA Licence and Door Supervisor West Herts College Julio 2012 (Hemel Hempstead) England

Formación Profesional Grado Superior Carpintería Escuela Industrial de Carpintería 1996 Rumania.

High school Liceo General n13 Timisoara Rumania 1993

LANGUAGES

- RUMANIAN (NATIVO)
- SPANISH (ALTO)
- ENGLISH (ALTO)

DRIVING LICENCE

- B, C, C+E AND D

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- Maintaining and updating accurate records and information systems
 - Liaising between the different departmental teams within the organisation.
 - Coordinating all the facility maintenance, repairs and renewals
 - Acting as Fire Marshal in the event of an evacuation
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SKILLS

- Excellent customer communication skills, verbal and written, problem solving
 - reliable and hold excellent time keeping
 - Dispute resolution
 - Data processing, end of day processing.
 - Inventory control
 - Store-based security
 - Stock receipting
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REFERENCIAS

Mr: Graham Smith Oltec Group Side Supervisor phone: 07715235699.

Mr Bryan Clarke Side Manager Oltec Group phone: 07597615379.

- VALID UK CPC
- VALID UK DIGITAL TACHOGRAPH CARD