

ADAM PIETRAS

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Personal Profile

I am practically minded, and customer service led with a good knowledge of computer applications. I am a versatile, enthusiastic and competent person who always strives to achieve a high standard in whatever I undertake.

I have gained a variety of administrative skills and can work effectively alone or as part of team. I am looking to apply existing skills and develop further in an administrative transport environment.

I have also demonstrated negotiating and organising skills and I have the capacity to work hard under pressure.

I am also able to relate to a wide range of people, as demonstrated by my varied working experiences.

Key Skills

Computing and Technology - Proficient in the use of Microsoft Office products including MS Word, Outlook, Excel, Access, Web Design and other bespoke computer systems.

Financial Awareness – I am able to apply sound business judgment to all business activities to achieve maximum results for the business. I currently manage a £300,000 property portfolio.

Commercial Awareness – I have experience in business Administration together with the importance of strong commercial business decisions and the implications of revenue and profitability.

Business Relationships – Proven ability to build strong working relationships with both customers and suppliers.

Organisational and Planning – Able to effectively organise my working day and ensure all activities are completed as planned. I work well under pressure and I am able to prioritise my own workload and that of people in my team.

Communication - Excellent communication and interpersonal skills. Good listener. Capable of conveying ideas clearly and concisely, often with people whose first language may not be English.

Results Driven – Fully committed to achieving and exceeding business and personal targets.

Employment History

2016-Current day – Ministry of Justice, Administrative Officer.

- I currently prioritise time sensitive work, whilst reviewing letters and emails from both defence and CPS legal representatives.
- Prepare court case files for Magistrates and Judges ensuring information is accurate and completed on time.

- Produce witness summonses for people to attend court to give evidence, when requested by the legal advisors.

2012-2016 -Home Office, Immigration Caseworker.

- Made effective decisions, reviewing complex migration cases where applicants appeal rights were exhausted.
- I analysed applicant's information via electronic and paper files, before an immigration history was produced. I prioritised work involving vulnerable applicants and considered the implications of my decisions on children and other family members, who may have established a life in the UK.
- I liaised with other government departments to ensure the information available was accurate and completed security checks on the applicants.
- I then produced a report evidencing my decision to ensure it was well reasoned and justifiable. This decision would have to comply with current legislation and guidance and would mean an applicant was granted leave to remain in the UK or referred for removal.

2008-2012 OBA Millennium Cultural Centre, Receptionist

- Planned and constructed company website.
- Arranged bookings, sports events and cultural activities.
- Organised weddings and other cultural events for often more than 500 people, making sure they ran smoothly.
- Ensuring health and safety requirements were observed.
- Customer service and the resolution of customer complaints.

1998-2008, 3663 Food Services, Class 1 H.G.V. Driver

- H.G.V. C+E (class 1) on time multi-drop deliveries of temperature sensitive food within the U.K. to blue chip companies, on a night out shift pattern.
- Maintained delivery records, schedules and logs.
- I won an award for suggestions implemented in the warehouse to increase efficiency.
- Safely and effectively used a variety of materials handling equipment.

1994-1998, Waltons Accident Repair, Recovery Driver

- Supervised four other drivers to ensure cars were efficiently collected in geographical order.
- Collected both accident damaged and stolen cars using a variety of recovery vehicles.
- I compiled reports to determine that a vehicle could be economically repaired.
- Completed insurance forms and check sheets prior to delivery of courtesy cars to customers.
- I ensured good quality control of finished vehicles by ensuring all work was completed to a high standard.

Qualifications and Training

- Diploma Microsoft Applications
- H.G.V. C+E (class 1) licence with ADR and CPC
- Web design
- C.S.C.S. Health and Safety

References

Will be supplied on request.