

# KURSISS, Edgars

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Passport: Latvian (EU)

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England

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## Personal objectives

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My goal is to build on my desire to work with people and develop myself as a team player as well as individual competitive, which would allow me to get experience and formulate ideas for the future, as well as provide me with a great deal of inspiration. I feel confident in my ability to stand by my opinion, as well as make compromises in appropriate situations. As I have a well-developed sense of responsibility and punctuality, as well as extensive experience in working as part of a team, I strongly believe that I can be successful in delivering excellent customer service and ensure their satisfaction. Having a positive outlook, being hard-working and persevering are one of my key traits which are necessary for doing well.

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## Education

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<b>Riga's Ezerkrastu High School Riga/Latvia</b>	<b>2007-2010</b>
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High School, High School Diploma

<b>Riga's 16<sup>th</sup> Sport School, Fencing section Riga/Latvia</b>	<b>1997-2010</b>
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Sport School, Sport School Diploma and Honor for achievements and dedication in Fencing.

<b>Riga's Jugla's Secondary School Riga/Latvia</b>	<b>1997-2007</b>
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Secondary School, Secondary School Diploma, 9<sup>th</sup> grade report

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## Professional experience

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<b>Warehouse Operative</b> , November 2011 – February 2013	Waitrose
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Duties: Maintain order in warehouse, unloading and loading trucks with cages and pallets, sorting boxes on pallets and making notes regarding incoming and outgoing trucks as well as uploading items.

<b>Customer Sales Assistant</b> , October 2012 – December 2012	Sports Direct Ltd
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Duties: Receiving deliveries, unpacking and sorting clothes in shop, helping customers to find their selected items and providing them with needed information and requests.

<b>Bartender/Manager</b> , September 2010 – October 2011 / Latvia	Pub "Alus Vilnis"
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Duties: working with registry, providing customers with best service, keeping store in perfect condition.

Administrative and managerial tasks: keeping stock, interviewing and hiring employees, maintaining books, taking part in producing and advertisement, as well as brainstorming for new discounts and deals.

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### **Computer skills**

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MS Office (Advanced)  
PowerPoint (Advanced)  
MS Excel (Advanced)

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### **Language skills**

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English – Advanced spoken/ advanced written  
Russian – Advanced spoken / intermediate written  
Latvian – Mothers tongue  
German – Elementary spoken / elementary written

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### **Hobbies and interests**

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Love to travel, meeting new people, see new places in one word broaden my horizon. As an ex – professional athlete sport is an integral part of my lifestyle. Enjoy reading books and seeing good movies. Have huge interest in developing my computer and language skills, if there are any possibilities I will surely take them to improve myself.