

Inga Sinkeviciute
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Personal Profile

A friendly, honest, hard-working person who is not afraid of hard work. Very professional and always focused on the task at hand. Enjoys working in team and have the ability to motivate others and work under pressure. A fast learner of new systems, processes, procedures and tasks given. Seeking a career where my customer service experience and skills can be utilised and new experiences and skills gained.

Key Skills & Achievements

- Excellent communication skills and ability to liaise with people at all levels
- Good computer skills, use of Microsoft; Word, Excel, PowerPoint
- Experience in warehouse work, picking and packing
- Team work and ability to use own initiative
- Excellent retail and customer service skills
- Ability to deal with complaints, queries and advising professionally
- Fluent in Lithuanian

Career Summary

Full-time Carer 2009 – 2013

I have been caring for my children during this time and now am seeking a position in Customer Services/Retail environment.



Customer Service Assistant Next 2008 – 2009

- Delivered an excellent service to all customers, advising on their purchases
- Promoting and selling Next clothing and products
- Responsible for stock room, ensuring it is kept clean and tidy and stock is monitored
- Dealing with delivered, loading and unloading
- Till and cash handling

Picker-Packer Extraman Recruitment Oct 2007 - Sep 2008

- Responsible for picking and packing orders for Amazon (CD's, gifts, books, pictures, etc)
- Working as a team and individually towards targets and goals

Customer Service Assistant/Stockroom Iceland Jan 2006 - May 2006

- Responsible for delivering an excellent service to all customers, advising on food and beverages
- Till and cash handling
- Re-stocking shelves

Picker-Packer Extraman Recruitment Oct 2005 - Dec 2005

- Responsible for picking and packing orders for Amazon
- Working as a team and individually towards targets and goals

- Adhering to health and safety rules and regulations

Education and Training

Launch Pad
Ongoing

ATN Ealing

Apr 2014 -

Four weeks modular training to progressively develop ability and confidence in managing personal circumstances and overcoming barriers in gaining employment. Recognising personal strengths, team work/presentation, CV writing, telephone techniques, interview skills and job search

Edexcel BTEC Level 1 in Retail Knowledge
2014

Jan 2014 - Feb

Edexcel BTEC Level 1 in Workskills Entry 3
Dec2013

Dec 2013 -

Primary and Secondary Education
2005

1994 -

Petrasiune Vid Mokykla High School, Lithuania

Hobbies and Interests

I love ice skating, traveling and going out with my family for trips to see new places

References

Available upon request