

Personal statement

A professional, forward thinking young person who is able to work quickly and has confidence in their ability to operate a fork lift truck in a busy warehouse. Andrew is in superb physical shape and more than able to lift heavy good and stand continuously for up to 8 hours every day. He is a good team player who is motivated by a desire to gain employment experience, skills and knowledge that will help him to launch a career in this field. Right now he is looking for a suitable position with a exciting and rewarding company that rewards hard work, loyalty and dedication.

Academic qualifications

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| Coventry North College | 2011 - 2012 |
| Diploma in Forklift Truck Driving | Pass |
| Birmingham South High School | 2008 - 2011 |
| Maths | Pass |
| English | Pass |
| Geography | Pass |
| Physics | Pass |
| Business Studies | Pass |
| Physical Education | Pass |

Forklift driving skills acquired whilst studying

- Knowledge of driving a forklift on work-sites, construction sites, factories, storage yards and warehouses.
- Creating a pallet of different stock by reading a order form and then driving the forklift around a warehouse to find different materials.
- Moving pallets of various sizes and varying weights from one part of a warehouse to another.
- Unloading and loading HGV trailers (both single and double decker).
- Stocktaking using handheld scanners.
- Operating an automated shrink-wrap machine.
- Moving stock using Counterbalance, Double Pallet, Powered Pallet Truck, & 10.5metre Reach Trucks.
- Inspecting a forklift for any mechanical faults and then reporting these to supervisors.
- Awareness of all relevant Health & Safety procedures, and able to maintain a safe working environment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions.

Knowledge of

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|------------------------|-------------------|-----------------------|----------------------|
| Palletising | Manual handling | Warehousing duties | Stocktaking |
| Raising delivery notes | Handheld scanners | Stock allocation | Health & Safety |
| Courier software | Storeroom duties | Administrative duties | Forklift maintenance |

Personal skills

- Willing to work in all weather conditions, both indoor and outdoor.
- Reliable with excellent time-keeping skills.
- Excellent hand/eye coordination.
- Ability to accurately listen to, read and follow directions.

Hobbies & interests

Andrew enjoys going for long walks in the countryside and really appreciates the natural world. As someone who likes to keep in touch with nature he is a member of three conservation charities and regularly helps them out with fundraising events. He is a sociable person who enjoys meeting new and interesting people.

References - Available on request.