



KEY SKILLS

- MS Word, Microsoft Outlook, Exchange, Excel, Lotus Notes, SAP-Purchasing module and PowerPoint;
 - Confident organiser, achieving targets and deadlines;
 - Controlling and administrating budgets;
 - Supervising junior and temporary staff;
 - Excellent customer relations;
 - Clear communicator, both orally and in writing.
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- Multi linguist – speaking Pushtu, Farsi, Urdu, Hindi and English
 - Ability to communicate well with people of all ages.
 - Excellent IT skills
 - Good organisational skills
 - Fast learner who is flexible and hardworking.
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- ☒ Aware of Hygiene and Health & Safety within the work place.
 - ☒ Trustworthy, Honest and dependable.
 - ☒ Excellent Customer care skills.
 - ☒ Works well under pressure.
 - ☒ Is motivated and enjoy a Challenge in the work place.
 - ☒ Can handle cash and credit cards.
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- ❖ Enjoy learning new skills
 - ❖ Good manner
 - ❖ Excellent communication skills
 - ❖ Computer literate
 - ❖ Multi lingual: English, Hindi, Bangla.
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- ✂ Fast learner
 - ✂ Hard worker
 - ✂ Very good team member
 - ✂ Flexible attitude
 - ✂ Able to mix well with people of all ages
 - ✂ Excellent tea and coffee maker









- Able to follow detailed instructions
- Very good at working to tight time scales
- Enjoys learning new skills
- Aware of Health & Safety

- A good listener and able to follow instruction
- Have excellent numerical skill
- Very punctual
- Able to work in a team
- Patient and able to work under pressure
- IT skill / word / Access / excel

- Experienced Engineer
- Organisational skills
- Team Working & Time Management
- Adaptable, flexible & self-motivated
- Delegating Responsibility
- Awarded recognition for excellent work

- ▶▶ *Computer literate WP packages : Claris Works (Mac) also able to use manual typewriter*
- ▶▶ *Excellent Numerical, administration and telephone skills*
- ▶▶ *A Responsible and reliable team worker*
- ▶▶ *Ability to pay attention to fine detailed instructions*
- ▶▶ *Willing to undertake any training required*

-  Good childcare skills
-  Commitment to work with the ability to take on responsibility
-  Good communication skills, with the ability to work Under pressure
-  Punctual
-  Fast learner, who will undertake any training.
-  Able to work as part of a team