

Adam Mccoy

Qualified class 2 HGV Driver.

Market Drayton

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Please be advised as a newly qualified class 2 HGV driver I will only be looking for relevant driving work and no longer am I interested in customer service and admin roles.

Work Experience

Yard Operative

Müller - Market Drayton

January 2019 to Present

Keeping yard clean and tidy to company standards.

Arranging transfer of milk from farm collection vehicles into tankers.

Communicating with collection drivers to find out their collection amounts and direct them into the relevant parking spaces.

Multi tasking at busy parts of the night when several drivers come back at once.

Working to a deadline and attention to detail.

Customer Service Administrator

Culina Logistics - Market Drayton

April 2018 to January 2019

Responsibilities:

- Communicate with different departments in the business to ensure deliveries are on time.
- Contact customer depots on behalf of Culina to arrange inbound deliveries.
- Process customer orders and plan stock into different depots.
- investigate and report discrepancies to senior management.

Account Manager

ITR Events - Telford

September 2015 to March 2016

Responsibilities

Responsible for handling a large number of customer accounts and making regular contact via phone and email.

Finding new customers by making outbound cold calls.

Raising quotes and processing orders.

Hitting weekly KPI targets including number of dials, number of questions per call and sales target.

Sales Ambassador

Hewlett Packard - Middlesbrough

October 2014 to August 2015

Responsibilities

Visited different retail outlets representing Hewlett Packard.
Gave expert advice on HP products such as Laptops, Tablets and computers to customers and staff.
Responsible for staying motivated as I would be working alone in each store.
Reported sales figures to the regional manager at the end of each shift.

Lead Generator
E-Achieve -
January 2014 to July 2014

Responsibilities:

- Interacting with potential learners as the face of the company.
- Promoting our courses to other training providers and various job centres
- Inputting and updating information for new learners onto the system
- Using initiative to find and enrol new learners
- Complete the paperwork required for each learner and assist in the initial assessments.
- Assist the LEC in day to day duties as required.

Sales Team Leader

Maplin Electronics
December 2006 to August 2013

Responsibilities:

- Briefed staff on targets and company performance and responsible for keeping the team motivated.
- Key holder, Responsible for opening and closing the store and cashing up the tills.
- Served customers on a daily basis face to face and over the telephone
- Contacting our regional manager and head office via telephone and email regarding store performance.

Education

None