

Amy Dobinson

Hastings

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A highly motivated and experienced Multi Drop Delivery Driver seeking an opportunity to utilise my exceptional driving skills and extensive knowledge of delivery routes to contribute to the success of a reputable organisation. With a strong work ethic and a commitment to exceeding customer expectations, I aim to provide efficient and reliable service while adhering to all safety regulations.

Personal Details

Driver's License: B, Cars, Mopeds

Eligible to work in the UK: Yes

Highest Level of Education: GCSE or equivalent

Industry: Administrative Assistance, Community & Social Service, Electrical Engineering, IT Operations & Helpdesk, Installation & Maintenance, Loading and Stocking, Logistic Support, Management, Production & Manufacturing, Retail, Security & Public Safety, Transportation Services

Work Experience

Multi Drop Delivery Driver

ParcelForce Worldwide - Basingstoke

October 2023 to December 2023

Delivery Driver

TNT/FEDEX - Byfleet

March 2023 to October 2023

Multi Drop Delivery Driver

Trio Logistics Ltd (APC network) - Alton

June 2022 to December 2022

- Viewed my route that has already been planned for me, 55-75 deliveries per day.
- Scanned all my items and loaded my van according to my route for the day.
- Deliver all my deliveries until 15:00-16:00.
- Start collecting deliveries from all customers.
- Arrive back at the depot and unload all collections into cages.

Driver

Motor Parts Direct - Farnham

March 2022 to June 2022

delivering car parts to garages in the local area and ensuring a superb customer service.

Multi Drop Delivery Driver

Finlor Logistics Ltd - Weybridge

November 2021 to March 2022

Delivering and collecting parcels in a set area using my own vehicle

Delivery Driver

RainForest Logistics Ltd - Weybridge

October 2021 to November 2021

Security Operative

Sterling security services Ltd - Hastings

August 2021 to October 2021

Loading Bay Operative

Debenhams - Hastings

April 2019 to May 2021

Taking in deliveries for the store scanning them in on a rf gun. Sorting through store deliveries ready for shopfloor. Scan excess stock away in stockroom help colleagues when needed

I have a logical and organised approach towards ensuring the safe transition of stock from delivery through to the sales floor. Often operating behind the scenes i am dedicated to making sure the shop floor remains well stocked and quickly replenished, processing the deliveries that arrive daily. I am calm yet adaptable and flexible to the ever changing demands and priorities that this role operates within.

From the arrival of our deliveries i support the unloading, sorting, tagging and sizing of stock in preparation for its arrival to the shop floor as well as using the in house technology to identify and record the required products.

identify stock discrepancies or damages when processing products and deliveries

I demonstrate an understanding of health and safety and manual handling guidelines which apply when climbing ladders or lifting heavy items

Sales Assistant

Debenhams - Hastings

July 2017 to April 2019

Experience in sales - working on tills serving customers with credit/debit cards, store cards, high street vouchers and cash.

Dealing with a given department by making sure that all stock was displayed in accordance with company procedures and worked accordingly., and all levels of stock were of the highest standard.

New stock was issued in its place by following photographic diagrams as to how to show the stock best on the shop floor.

Had customer interaction by up-selling goods and add on items at the tills.

Ordering customer items on our click and collect web system and supporting customers with all purchases as well as dealing with click and collect parcels, refunds and exchanges.

Invoicing Clerk/Administration assistant

Stamco

October 2016 to May 2017

To ensure all paperwork relating to mainline deliveries is completed daily, including invoices, collection notes, Driver Collect Cheque (DCC) forms, and COD Summary Lists in line with company policy and training provided, 15 lorries go out on a delivery a night, made sure all invoices corresponding to each lorry had the correct information on the invoices by using a checklist, Filing, entering 200 invoices daily onto kerridge database system, enter onto spreadsheet daily totals of purchases made.

Administration Support Assistant

Adult Social Care, Conquest Hospital
November 2015 to March 2016

Open and distribute post, add clients onto system database, scan documents onto database, help colleagues when needed, adding referrals onto system, putting cases out for review on system or closing cases down on the system.

Reason for leaving - was an agency position and contract ended.

Administration Assistant

Children's Intergrated Therapy Service NHS - Hastings
December 2012 to October 2015

Responsible for the Initial Assessment clinic process e.g. booking patients in within 12 weeks of the referral date, sending appointment letters, if patient did not attend sending a Did not attend letter, outcomes of clinic e.g. discharge, allocate to therapist, Open and distribute post, log referrals onto system, deal with complaints, Cover reception area when needed, making up files for children who need allocating to therapist for either speech & language therapy, physiotherapy or occupational therapy, filing HR information into staffs files, Helping colleagues if needed.

Lettings Negotiator

Property Shop LTD - Hastings, UK
August 2012 to December 2012

Answering telephone calls, Answering enquiries face to face and on telephone, Booking viewings for properties, Updating website with new properties, Creating signs for window due to new business, Updating shop window properties.

Reason for leaving - company went into liquidation

Business & Administration Apprentice

Fellowship of St Nicholas - St Leonards on Sea, UK
September 2011 to August 2012

Helping colleagues where needed, Covering reception, welcoming visitors and showing them where they are going, Answering queries on the telephone and face to face, Studying towards my NVQ 2 Business and Administration qualification, Creating posters for upcoming events, Helping in the cafe when needed, Setting up rooms for meetings, Clearing away rooms once used.

Reason for leaving - apprentice contract completed.

Education

GCSE or equivalent

Skills

- databases (6 years)
- MS Office (6 years)
- team player (8 years)
- time management (8 years)
- Administrative Assistant
- Receptionist
- Outlook
- Word
- Microsoft Excel
- Microsoft Office
- Data Entry
- Administrative Experience
- Heavy lifting
- Driving

Additional Information

KEY SKILLS & EXPERTISE

- Efficient and professional attitude at all times
- Excellent time management
- Good team player
- Positive and friendly attitude

FURTHER SKILLS

IT proficiency MS Office, databases, Email, internet.