


# Andre Simoes

 **Home** : Bath, United Kingdom

 **Email:** [andregondar01@gmail.com](mailto:andregondar01@gmail.com)  **Phone:** (+44) 07496833160

**Gender:** Male **Date of birth:** 12/08/1991 **Nationality:** Portuguese

## ABOUT ME

---

Qualified as an HGV driver since April, 2023 (Class 2) and looking for my first role in the field.

I have obtained the required UK driving licence, up-to-date DQC card and TACO card.

Experienced in different customer facing-roles, management of individuals and teams and handling varying kinds of workload.

N.B: I am available to start immediately.

## WORK EXPERIENCE

---

[ 13/07/2018 ]

### Supervisor/Team Leader

#### *Waitrose - John Lewis Partnership*

**City:** Bath

**Country:** United Kingdom

Helping in creating timesheets and tasks for the team, participate in meetings with the rest of the management team where problems, objectives and tasks are discussed. Ensuring the stock is replenished in a timely matter, meeting the safety standards at work and with a level of presentation that aims to captivate the customer. Receive vehicles with overnight stock deliveries and process documentation and logistics adjacent to them. Ensuring all operations run smoothly and efficiently using attention to detail ensuring the store is in top condition when open to the public.

[ 01/07/2018 ]

### Data registry operator

#### *UHRS (Universal Human Relevance System)*

**Country:** United Kingdom

Part-time.

Jobs include recording data, annotating images, text, determining the relevance of search results in different search engines, etc. In order to train and improve various AI tools, products and applications.

[ 12/09/2017 – 13/07/2018 ]

### Recovering from surgery

Phase in which I found myself unemployed due to knee surgery recovery.

[ 18/10/2014 – 06/07/2017 ]

### Kitchen Manager

#### *The Golden Heart Inn*

**City:** Cheltenham

**Country:** United Kingdom

Create and delegate tasks to the kitchen staff ensuring the success of the service meeting customer expectations. Take orders, at the bar or table service. Monitor stocks and ingredients ensuring they are never out of stock through labelling and permanent date control.

Carry out other types of inspections such as temperatures and state of utensils in order to guarantee the required levels of Hygiene and Safety.

Responsible for cooking a wide selection of dishes (British Cuisine) from the dynamic menu that the pub offers (worked as a Chef for one year)

[ 05/10/2009 – 13/08/2011 ]

### **Telemarketer/Technical Support**

#### ***Optimus Home/Nos***

**City:** Porto

**Country:** Portugal

Receive and assist customers through different means such as email or telephone in various matters related to their telecommunications contracts.

Present and promote new promotional campaigns and products to current customers or in an attempt to attract new ones.

## **EDUCATION AND TRAINING**

---

[ 18/11/2017 – 10/08/2018 ]

### **Certificate in Travel and Tourism**

**City:** Bath

**Country:** United Kingdom

[ 16/09/2010 – 21/06/2014 ]

### **Tourism Management**

#### ***Castelo Branco Polytechnic Institute***

**City:** Castelo Branco

**Country:** Portugal

### **A levels in Humanities**

#### ***D. Afonso Sanches Secondary School***

**City:** Porto

**Country:** Portugal

## **LANGUAGE SKILLS**

---

**Mother tongue(s):** Portuguese

**Other language(s):**

### **English**

**LISTENING C2 READING C2 WRITING C2**

**SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2**

### **Spanish**

**LISTENING B2 READING B2 WRITING B2**

**SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## **DIGITAL SKILLS**

---

Microsoft Office | Ease of learning new software | Good computer skills from a user perspective | Use of the Internet as a communication and research tool

### **Management and leadership skills**

Ability to work under pressure | Ability to lead and organize teams in different professional areas

## **Interculturality and adaptability**

Experience in leading truly international teams effectively | ability to interact and effectively communicate with people from diverse backgrounds

## **DRIVING LICENCE**

---

**Cars:** B1

**Cars:** B

**Trucks:** C1

**Trucks:** C

## **PROJECTS**

---

[ 16/05/2020 – 09/03/2022 ] **Amazon Seller**

Creation of white label brand and sale of products throughout Europe from the UK.