

Damian Dobrolinski
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Profile

I'm a qualified Class 1 driver currently working as a Class 2 driver looking for an opportunity to start working as Class 1 driver. I have graduated with a First Class Honours degree in BSc Accounting and Finance at the University of Salford. I'm looking to work in the transport industry for the near future and expand my knowledge and skills as I go along. I'm open to any new training that may be available to me.

Education

<u>2015-2019</u>	<u>University of Salford</u> – BSc (Hons) Accounting and Finance Over the course of 3 years at university I have studied 18 modules. They include, Principles of Accounting, Economics and Human Resources Management. Business Statistics, Financial Accounting, Business Taxation and International Financial Reporting. Full list available upon request.
<u>2014-2015</u>	<u>Lancaster & Morecambe College</u> – Business Enterprise (BTEC 90-credit) Topics I have covered also included the basics of accounting. Most of the work has been done using Microsoft Office applications (including Word and Excel).
<u>2011-2013</u>	<u>Lancaster Royal Grammar School</u> – A-Levels Physics, Chemistry and IT.
<u>2006-2011</u>	<u>Our Lady's Catholic College (Lancaster)</u> – GCSE's 9 GCSE's A*-C including C in English and A in Maths.

Work Experience

Mar 2023-	<u>Class 2 (26 tonne) Refrigerated Rigid Driver at Spizarnia Ltd.</u> Delivering pallets with food products to different stores across the UK. Responsibilities: • Loading the vehicle and securing the load as appropriate. • Unloading the vehicle in a safe manner using a tail lift. • Filling out the appropriate paperwork. • Driving using appropriate roads.
Nov 2020-Mar 2023	<u>Van Delivery Driver at EJ Foods & RJ Drinks</u> Van delivery driver at a cash and carry. My responsibilities were making orders and delivering them to the clients all over the North West.
Sept 2019-Oct 2020	<u>Finance and Business Administrator at Pay360 by Capita</u>

I've worked in the Finance department for a company that is a payment facilitator for the public sector. Most of the clients are local councils and many other public authorities.

Responsibilities:

- Training staff in Poland (Invoice processing)
- Pre-month end preparation as required
- Profit and Loss set up & cost analysis
- Accruals and prepayments
- Forecast (Axiom)
- Posting Journals and raising credit notes in SAP
- Other ad hoc work for the senior finance manager and account managers including additional payments for staff

June 2016-Sept 2018

Security Officer at Lingwood Security Management

I worked in different places all the time. I have worked on various sites like building sites, factories and car showrooms. I often had to travel to different places which helped me to learn how to be punctual and reliable.

Responsibilities:

- Patrolling round the site
- Keeping the event log up to date
- Doing an accurate handover when another guard comes on
- Driving company cars to different sites

Key Skills

Ability to prioritise and work to strict deadlines. During my working day at the cash and carry I got orders for specific clients. I had to prioritise work so that orders were done on time and delivered to the customers as agreed. In my previous job in the finance department I got set many tasks and I needed to prioritise them in order to make sure that most important ones were done on time. I also had to meet strict deadlines during month end. Deadlines were usually set by the senior finance manager and I needed to plan my work so that I met those deadlines.

Communications skills. I had to demonstrate this skill at each of my workplaces. My current job involves me speaking to customers on a daily bases. In my previous workplace, I needed to communicate with my line manager and account managers in order to provide them information that they required. I also had to talk with customers very often if there were any issues with their invoices. I needed to communicate with them to make sure that the issue was solved quickly and smoothly.

Team player with good interpersonal skills. This skill has been demonstrated by myself in my previous workplaces. For example, while working at the cash and carry I would have to work with a number of people to make sure that the orders were fulfilled and done on time. This involved lots of team work. At my previous job I was a part of finance department which had to work together in order to make sure that the required information and documents were produced for the senior management.

References

References available upon request.