

Dovydas Zukauskas

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I am highly self-motivated individual with an ambitious mind-set who's looking to take career to a next challenging chapter and make a noticeable contribution to a new company. I have a proven record of meeting business deadlines and providing exceptional service working as a team player and individually. Highly competent, motivated, enthusiastic, and hardworking with ability to adapt my management skills to any working environment.

- HGV C+E driving licence
- Diploma in Automotive Level 1 and Level 2
- Wide knowledge of administrative work
- Wide knowledge of Microsoft office packages
- High working proficiency of English and Lithuanian
- More than 5 years of experience in manufacturing and warehouse industries
- Excellent customer service and self-presentation skills
- Reliable person with excellent time management skills
- High technical knowledge of modern technologies and vehicles
- Numerous recognitions by senior management for hard work

Personal Details

Driver's License: AM, BE, C, C1, C1E, CE, Cars, Large vehicles

Eligible to work in the UK: Yes

Highest Level of Education: GCSE or equivalent

Industry: Automotive

Work Experience

HGV Class 1 Driver

GXO - Currys - Newark-on-Trent

October 2022 to Present

- Ensured the secure delivery and collection of goods
- Planned delivery schedules and routes, followed traffic reports and changed routes when necessary
- Updated work log daily
- Followed company procedures, safety regulations and traffic laws

HGV Class 1 Driver

British Gypsum - East Leake

August 2022 to October 2022

- Delivering raw materials and goods across the UK using articulated lorries
- Conducting checks on vehicles on a daily basis to identify safety hazards and mitigate risk
- Maintaining compliance with health & safety standards, as well as internal company policies, in order to minimise risk while delivering goods
- Managing and maintaining all paperwork associated with driving and deliveries

HGV Class 1 Driver

Romac Logistics - Alfreton

July 2022 to August 2022

- Ensuring my vehicle is road worthy and I have performed all the necessary checks
- Recording mileage and diesel intake accordingly
- Updating logs and paperwork for each delivery
- Planning routes and recording time

Office Administrator

REIS Motorsport Insurance

January 2021 to June 2022

My current role at Reiss motorsport insurance consists of commercial and administrative work. On a day-to-day basis I will update reports and spreadsheets which maintain a summary of business activity and keep up to date with the administrative diary. Making sure that the correct evidence and documentation was received and sent to a specific client. Sending and posting client renewal invitation on daily basis, making sure that the rating and quote is correctly produced. Deadlines had to always be met to make sure that business meets the external audit expectations and requirements. GDPR regulations also always had to be followed. I'm also responsible for sending renewal invitations out to the clients in a timely manner.

Other duties/skills involved:

- Employee Holiday Handling
- Keeping diary notes up to date
- Chasing clients for documentation
- Employee quality audit reviews
- Incoming and outgoing post handling
- Assisting in account works
- Workload management to meet deadlines
- Commercial client document handling

Counterbalance forklift and reach truck driver

Vaillant Group UK LTD

January 2019 to December 2021

Each day I'm responsible for preparing work plan/schedules accordingly to the amount of orders needed to be prepared. I must make sure that the right parts of the boilers are collected from the warehouses and brought back to the colleagues in the production site. Each production site has different numbers of engineers who build the boilers from scratch and therefore I must make sure

that each one of them have enough parts to make the workflow effective and efficient. I must make sure that all boiler parts in the warehouse are used and not upheld. This job requires high team and time management skills for orders to be completed on time.

This job requires high independency as team leaders and/or managers are almost never around. High attention to detail and quality control is expected. Whilst working under pressure at most times, I must make sure that effective communication and team working skills are used at all the time. I take responsibility in coaching and training new employees, by providing them with the plan of the working day.

Nevertheless, high health and safety regulations are always expected to be complied with. At the end of the shift I must make sure that the products are ready for the upcoming shift in the warehouse and in the production site. I must make sure that my workplace is always left cleaned and organised.

Counterbalance Forklift Driver

VTECH - United Kingdom

January 2018 to December 2019

Counterbalance forklift and reach truck driver

Working in warehouse as forklift driver my responsibilities included collecting required goods and taking them to a specific area accordingly to the plan prepared by the manager. Each collected item had to be scanned and end of job report handed to the manager. Each order plan has allocated completion timescale, so the time management was crucial. I have used counterbalance forklift and reach truck on the daily basis, depending on the order plan and which goods needed to be taken from varies warehouses to varies locations. The site was big which always required a lot attention to detail and most importantly health and safety compliance and regulations had to be followed. Sometimes I also had to load and unload containers with either goods delivered or the goods that needed to be delivered.

Line operative

Toyota Manufacturing - United Kingdom

January 2018 to December 2018

My responsibilities were to make sure that all Health and Safety regulations were held strictly throughout. My duties included to prepare cars for painting, making sure that no damages occurred through the line operations. TRP (Toyota Repair Paint) painting was used if the damages occurred throughout the line operations. After preparation process, spray gun was used to paint the cars, making sure that special procedures, rules, and techniques were followed. Communication with the team members were big part of my job role, which allowed to run time smoothly and to meet all targets and deadlines. Nemours trainings were undertaken to make

sure that car preparation was completed effectively and efficiently.

Warehouse Operative

Sainsbury's - United Kingdom

January 2015 to December 2018

Responsible for ensuring a smooth and timely pre-arrangement and despatch of client's orders, also for quality service by following brand and service standards. On the daily basis, I must ensure that the company's standards are upheld and that products are received and packed according to the required standards and on time. I also have to count finished orders to determine if all orders were completed and monitored products, and ensure received products did not include imperfections. As part of my job, I have to ensure that work areas were properly cleaned on a regular schedule. I have to pick orders by hands and scanned all by using a hand scanner guns and moved goods within the factory by using Manual and other Material Handling Equipment.

Other key requirements included, but are not limited to:

- meeting daily/weekly/monthly work targets;
- performing daily equipment checks and dealing with equipment troubleshooting;
- prioritising workloads and handling paperwork;
- working under pressure in the fast-moving environment;
- quality assurance/checks and detailed record keeping;
- complying with Health and Safety regulations;
- loading goods for sending and ensuring that goods are safely secured;
- assisting in developing policies and procedures to direct the operations of the warehouse;
- ensuring zero lost time incidents and overall safety conformance on the premises;
- storing received goods in the appropriate locations within the warehouse;
- communicating with team members

Production Operative

Moy Park - United Kingdom

January 2013 to December 2015

Responsible for operating high speed sophisticated production machines by managing setting and conducting tests to ensure a successful operation in the production process. As part of my job I had to select specific raw materials for production and to ensure quality. Occasionally, as part of maintenance measures, I also had to inspect equipment in use through troubleshooting, check for any problems and fix them immediately if any, to prevent breakdown during work. On the daily basis, I had to ensure the goods are of the high quality and had to perform quality audit in stock and report any damages found to the personnel responsible for stock management during the shifts. As part of my job, I had to produce daily shift and packaging reports to ensure all key critical areas of packaging process were controlled and any faults addressed and resolved immediately and efficiently.

Other key requirements included, but were not limited to:

- determining setup procedures and specifying lengths and weights of products;
- replacing worn dies;
- reading and interpreting blueprints and drawings;
- working under pressure in the fast-moving environment and keeping up-to-date working process records;
- activating and adjusting extruding machines, and removing excess from machines;
- organising and managing workloads, including: quality assurance/checks;
- operating various mechanized devices;
- following all company policies and ensuring goods are safely secured;
- planning and directing activities of the workers who are responsible for operating equipment to collect data;
- operating and adjusting equipment or other apparatus to obtain required data;
- preparing and attaching packing instructions to the shipping containers
- evaluating and interpreting core samples and cuttings for further research and technicalities;
- completing routine maintenance activities on the machinery involving basic machine fault rectification, set-up and lubrication;
- carrying out all aspects of line changeover with minimum downtime; and
- training colleagues on machinery

Factory Operative

Greencore, United Kingdom

January 2012 to December 2013

Education

Diploma level 2 in Automotive Technology

Central College - Nottingham

September 2016 to June 2018

A-Levels in equivalent to UK A-Levels

Secondary School, Lithuania

2000 to 2012

Skills

- Leadership Attention to Details Workload Management Time Management
Production Planning Quality Control Quality Assurance Stock Control
Teamwork Flexibility Problem Solving Pressure Handling
Customer Service Effective Communication Excellent Memory Networking
Innovative Approach Analytical Skills Self-Awareness Independence
Motivation Paperwork Management Meeting Targets Numeracy
- Office Administration
- Microsoft Office
- Bookkeeping
- Commercial Driving