

DONALD KA KIT TSUI



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PROFESSIONAL SUMMARY

Detail-orientated and self-motivated individual with keen multitasking abilities. Confident in working independently, using initiative to complete tasks quickly, efficiently and with high degree of accuracy.

Experienced and approachable individual with professional, friendly and polite manner. Confident, quick learner comfortable working in fast-paced environments. Maintains excellent quality standards through thorough checks and proactively suggesting process improvements.

WORK HISTORY

Warehouse Team Member, 01/2024 - Current

Wincanton Plc, Stafford, Staffordshire

- Contributed towards seamless logistics operations by coordinating effectively with transport providers.
- Promoted a positive work culture through open communication and teamwork.
- Operated heavy machinery safely, preventing workplace accidents.
- Ensured timely dispatch of goods to customers with diligent order picking and packing.

Warehouse Operative (agency worker), 09/2023 – 12/2023

Challenge-Trg Recruitment Ltd, Stafford, Staffordshire

Account Assistant, 09/2022 - 06/2023

Top Discount Limited, Stourbridge, Dudley

- Reconciled monthly bank statements, ensuring correctness of entries.
- Matching sales and issue sales invoice / credit notes.
- Month end sale reporting.
- Ensured accurate bookkeeping with diligent data entry and verification tasks.

EDUCATION

Bachelor's Degree (Top up) in BA (Hons) Accounting,

Accounting, 09/2013 - 02/2016

Edinburgh Napier University - Edinburgh

SKILLS

- Safety compliance
- Manual handling
- Forklift operation
- Team player

CERTIFICATIONS AND LICENSES

HGV Driving license Class 1 - DVLA - Jul 2024
HGV Driving license Class 2 - DVLA - Jul 2024
CPC Course - DVLA - Jul 2024
Digital Tachograph Driver Card - DVLA - Jul 2024
Reach Truck License - Feb 2024
LLOP License - Oct 2023
Driving License with zero point since Apr 2020

LANGUAGES

English

Upper intermediate

Chinese (Cantonese)

Native

Chinese (Mandarin)

Fluent