

**KHILE SMITH**  
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West Yorkshire  
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## **PROFILE**

**A capable, reliable and flexible person with sound experience of:**

- Working in a busy, high technology environment using skills to contribute to the effectiveness of the workflow to provide top quality products which is paramount
- Work on my own initiative and within a team to achieve work within agreed deadlines.
- Developing and strengthening skills and procedures to ensure efficient support to assist management in the achievement of business objectives.

## **EDUCATION**

**Castle Hall high School 1999 - 2004**

**Maths: C (gcse)**

**English: C (gcse)**

**Foundation ICT (Wakefield College) 2004-2005**

**Intermediate ICT (Huddersfield College) 2005-2006**

**Btec ICT (Huddersfield College) 2006-2007**

**HND Year 1 (Wakefield College) 2007-2008**

**Health professionals (Bradford College) 2013-2014**

## **SKILLS**

**Year 1 HND computer Science**

**Btec National diploma ICT**

## **WORK EXPERIENCE**

### **HGV Driver, various companies**

Duties and responsibilities covering the following areas: 2020 - present

Main duties and responsibilities are checking the vehicle thoroughly at the start of shift for any defects or issues this was both for my safety and that of the other road users but also a legal requirement. Other duties included driving in a safe and courteous manner, making deliveries at scheduled time

### **PCV Driver, Arriva Bus Yorkshire 2017- 2020**

Duties and responsibilities covering the following areas: 2017-2020

Main duties and responsibilities are checking the bus thoroughly at the start of shift for any defects or issues this was both for my safety and that of the passengers but also a legal requirement. Other duties included driving in a safe and courteous manner on set routes, taking fares from passengers and providing information to passengers such as what bus then needed to continue their journey or the range of tickets available.

### **PCV Driver, First West Yorkshire 2016- 2017**

Duties and responsibilities covering the following areas: 2016-2017

Main duties and responsibilities are checking the bus thoroughly at the start of shift for any defects or issues this was both for my safety and that of the passengers but also a legal requirement. Other duties included driving in a safe and courteous manner on set routes, taking fares from passengers and providing information to passengers such as what bus then needed to continue their journey or the range of tickets available.

### **Department manager. Game UK, Dewsbury 2012-2013**

Duties and responsibilities covering the following areas: 2012 – 2013

I worked as a department manager at game for a year before the store went into administration. My main duties involved making sure that staff knew what was expected with that department on any given day, making sure stock was available during busy periods and promotions such as midnight launches of games and generally helping running the store.

### **Till Sales, HMV, White Rose Leeds 2007-2012**

Duties and responsibilities covering the following areas: 2007 - 2012

Main duties and responsibilities were restocking shelves and managing the tills. This required dealing with members of the public and answering any queries they may have. I was also the store's first aider.

### **Till Sales, Woolworths, Dewsbury 2004-2007**

Duties and responsibilities covering the following areas: 2004 - 2007

Resolving customer complaints arising on a day-to-day basis and maintaining effective communication channels with all internal departments, ensuring that support and information is transferred. Providing a top-quality service to customers at all times.

### **Personal Information**

Date of Birth----- 13<sup>th</sup> of September 1987

Marital Status----- Single

Driving Licence-----Full Driving licence, PCV License. HGV Class 2, HGV Class 1

Interests-----Automotive, Computers, Walking, Health Care

### **VOLUNTEER WORK**

#### **Royal volunteer service**

I have been a volunteer for the nhs from march 2020 until present

#### **NHS BLOOD**

I am currently also a volunteer for the nhs blood

### **REFERENCES**

Available on request