

MALGORZATA SLIMAKOWSKA

PROFESSIONAL SUMMARY

Diligent, dependable, and well-organized driver with Class 2 HGV certification. Skilled in vehicle maintenance and equipped with a comprehensive understanding of road safety protocols, I prioritize delivering exceptional service while adhering to strict deadlines. With excellent communication skills and a focus on customer satisfaction, I am ready to contribute my expertise to a dynamic team in the transportation industry.

WORK HISTORY

Supervisor/Assistant Manager, 05/2017 to Current

CH & CO.Group - Slough, Berkshire

- High standard of customer service
- A clear understanding of health and safety systems and a high level of food safety standards and knowledge
- Strong financial acumen
- Responsibility for making orders, checking products, and reporting any issues with delivery
- Kept purchases and income reports stored in Excel to analyse numbers and ensure finances stayed within budgets.

Supervisor - Catering, 03/2016 to 05/2017

ISS Food & Hospitality - Slough, Berkshire

- Supervising a busy catering environment
- Thrived in a fast-paced environment with energy and enthusiasm.
- Led staff meetings to delegate tasks, assign workloads, and communicate changing priorities.
- Managed and mentored a team of 8 to 10 staff members to deliver exceptional service.
- Planning schedules and shifts
- Safe check and settlement of cash registers
- Maintaining health and safety

General Assistant, 02/2015 to 03/2016

Cherlton House - Windsor, Berkshire

- Increased positive customer service reviews by offering friendly, helpful, and informative customer service.
- Knowledge of COSHH, Food Hygiene and Health & Safety
- Responsible for the display and decor in a restaurant
- Collecting money and cashing up at the end of the day
- Reporting all incidents/accidents to the Catering Manager
- Upheld high standards of cleanliness.

Delivery Driver, 12/2011 to 05/2013

CONTACT

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Buckingham Avenue, Slough,
Berkshire, SL1 4NN

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SKILLS

- HGV class 2, CPC
 - Clean, full UK driving license
 - Goods vehicle experience
 - Vehicle quality assurance
 - General mechanics knowledge
 - Manual and Automatic Transmission experience
 - Proficient Customer Service Experience
 - Proficient Health and Safety Experience
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Round Sandwiches Ltd. - High Wycombe, Buckinghamshire

- Loading and unloading stocks on van
 - Maintained a record of safe driving by abiding by all traffic laws, being watchful and aware in unfamiliar locations, and maintaining constant control of the vehicle.
 - Chose the most expedient routes while adhering to the fuel policy and delivery directions
 - Frequently providing deliveries to clients located outside of office complexes and construction sites
 - Bookkeeping and reporting sales
 - Utilised impeccable customer service skills when serving.
 - Processed cash and credit card payments
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EDUCATION

ESOL English Course Level 1, Language, 2015

University of Cambridge - Slough

Bachelor of Business Administration, Business & Accounting, 2005

Silesian University of Management - Katowice, Poland

- Modules including Accounting, Marketing, IT, Economics, Human Resource Management
 - Final year chose to specialise in Marketing (Focusing on Foreign Trade)
 - Market Analysis, Negotiation, Business Law
 - Management in Transport Logistics
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LANGUAGES

Polish

Native

English

Advanced
