

Matthew Morris

Traffic Planner/HGV Class 1 Driver

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Work History

2019-06 - present

Traffic Planner/Class 1 HGV Driver

Trilogy Freight Limited, Manchester

Traffic Planner - Plan and route all incoming jobs for the following day, creating run sheets for the drivers that take into account vehicle sizes and weight limits and driving hours.

Coordinated the driver's morning dispatch to accomplish all of the daily delivery requirements. Liaise with drivers throughout the day to ensure they are operating in a timely manner and will meet their required delivery/collection times.

Warehouse Operations & ETSF Clearance. Manage ETSF in line with HM Customs and Revenue rules and regulations, keeping all documentation up to date and accurate.

Store Freight at customers request, manage pick and pack systems when required and divide and categorize cargo received and redirect shipments in response to customer requests.

Class 1 HGV Driver - undertake deliveries and collections as required, UK wide. Do daily vehicle checks before starting working day. Log down any issues and advise compliance team. Drive in line with driver hours regulations ensuring all breaks are taken as required.

Take care of minor HGV vehicle maintenance.

Responsible for the installation of the fleet's electric trackers and the monitoring of the vehicles during the course of their working day.

I have a full ADR licence so I can carry hazardous freight.

Quotations - I monitor the quotes email system and respond accordingly in a timely manner.

2013-09 - 2019-06

Traffic Planner/Class 2 HGV Driver

Select Euro Express Limited, Manchester

Traffic Planner -

IT Support

Class 2 Driver, as and when required to cover holidays, sickness and busy periods.

Quotes

Fork Lift truck operator

Warehouse Operations

2011-08 - 2013-09

Customer Services Operative

McDonalds, Manchester

Taking customer orders

Fulfilling customer orders

operating the drive through systems and liaising with the customers.

Dealing with Clean up throughout the site.

Dealing with customer complaints.



Education

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|-------------------|--|
| 2006-09 - 2011-06 | Health & Social Care, NVQ Level 2
<i>Sale High School, Sale, Cheshire</i> |
| 2006-09 - 2011-06 | IT, NVQ Level 2
<i>Sale High School, Sale Cheshire</i> |
| 2006-09 - 2011-06 | Design and Technology, NVQ Level 2
<i>Sale High School, Sale Cheshire</i> |
| 2011-09 - 2012-06 | Mathematics, Functional Skills Level 2
<i>Manchester College, Manchester</i> |
| 2011-09 - 2012-06 | IT - Coding and programming, NVQ Level 2
<i>Manchester College, Manchester</i> |
| 2011-10 - 2012-07 | Hospitality, NVQ Level 2
<i>McDonalds, Manchester</i> |



Skills

Very Competent Driver.

IT support.

Customer Service



Languages

None



Hobby/Interest

When I am not in work, I enjoy relaxing by gardening, fishing or going for walks with my partner. We are expecting a baby at the end of the year so am currently spending time decorating.



Certificates