

Natasha Green

Wigston Magna
tashagreen96@googlemail.com
07341854636

Work Experience

Filing Administrator

Stonewater January-March 2025

Image Specialist

Iron Mountain January- December 2024

Working for contacts.

Scanning and prepping.

Warehouse Operator

Kuehne + Nagel- East Midlands Parkway

November 2020-December 2020

March 2021

Working for a logistics company, where the warehouse was based in the East Midlands Airport, this role included being responsible

for picking and packing products for distribution to customers UK wide.

Prepared and organised orders to ensure they are ready for dispatch to customers.

Consistently hit productivity targets, to meet customer delivery demands.

Operated a forklift truck to load and unload vehicles for distribution centres and customers.

Completed appropriate documentation accurately to track products and current stock levels maintaining the required stock level in the warehouse.

Safely stored and replenished products using mechanical handling equipment.

High attention to detail when picking and packing the products, maintaining a high-quality

Data Entry

RR Donnelley/ Paragon - Leicester

May 2019 to October 2020

May 2021- November 2023

Working along a team of 7 of data entry assistants to process, clean and input client data, for a nationwide contract.

- Maintain the company database including entering new and updated customer and account information
Compile and sort information in preparation for entry into the database
- Work in line with data entry priorities, adapting quickly as needs change
- Crosscheck multiple systems and paper-based sources to locate missing data and ensure database records are completed fully
Regularly complete data backups to ensure data remained secure
Verify data by comparing data to the source documents, correcting errors and updating information
Remove data duplicates to ensure the database remains clean

- Trial database changes and upgrades through the input and output of data, highlighting any issues to the Senior Manager
- Make process improvement suggestions to improve systems or reduce costs
Create and update Excel spreadsheets including generating reports for review by the Senior Manager
- Ensure confidential information remains private and secure
File paper-based source documents in line with GDPR requirements
Use of both a keyboard and optical scanner to input data
Work with clients, colleagues and other departments as necessary
Maintain an up to date knowledge of all database and procedural changes within the business
Always follow all company policies and procedures

Sales Assistant

Morrisons

2013 to 2020

Working for a leading UK supermarket chain at their Leicester Store. Responsible for maximising store sales and providing excellent customer care at all customers.

Servicing customer on 'Market Street' ensuring they receive an easy, seamless, and personalised experience

Completing paper work

at the start and end of shift Maintaining an in-depth knowledge of the stores products and services to best advise customers on their purchases

Highlighting special promotions to customers

Assisting customers in the location, selection, and purchase of items Managing store inventory including checking stock levels, re-stocking shelves and reporting any discrepancies to the Store Manager

Ensuring accurate labelling and pricing for all products across the store

Taking receipt of deliveries and signing off incoming products as per quality control guidelines

Handling all store products with care to maintain product quality Ensuring all company policies and procedures are adhered to including following all health and safety guidelines

Information Desk Assistant

Leicester College - Leicester

August 2016 to September 2016

- Enrolling students into the college systems
- Using EBS systems
- Taking payments
- Advising students with the right information
- Filing paper work.

Administration Assistant

Atacama

July 2013 to September 2013

- Using Microsoft programs
- Placing customer orders

- Taking payments
- Using spreadsheets
- Filing paper work

Education

2.1 in Travel and Tourism

De Montfort University
October 2016 to June 2018

BA in Travel and Tourism

Chester University
September 2015 to June 2016

BTEC Travel and Tourism Level Three DD

Leicester College
September 2012 to February 2015