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| |  |  |  | | --- | --- | --- | |  | **BF** | Lord BEN FOX  Transport and general administrator |  |  |  |  |  | | --- | --- | --- | --- | |  | **Professional Summary**   |  |  | | --- | --- | |  | I am a dedicated administrator with history of meeting company expectations and goals based within the admin sector. I am skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.  I pride myself on my attention to detail and non-bias approach, treating all colleagues equally and with respect at all times. | |  |  |  |  |  | | --- | --- | --- | --- | |  | **Work History**   |  |  | | --- | --- | | 2011-01 - Current | Transport Administrator.  Furmanac LTD, office Based  Job Purpose: To call customers in different parts of the U.K and Ireland to arrange delivery of their new rise and recline beds or sofa’s or chair’s.  My current responsibilities include:   * Providing the most suitable days and times for their delivery, re-arranging deliveries in some cases to benefit the customer. * Communicating with our fleet of drivers to keep them updated with any changes that have came up during the telephone call to book in the delivery. * Ensuring all the weeks delivery calls were made before mid week in order for me to correctly organize drivers delivery runs. * Speaking in a polite manner to the customers and all based with me in the office as I am a firm believer that a happy work environment leads to a more proactive day. * Liaising with our new sales department’s to take over after the furniture has been produced for us to allocate to a drivers run. * Weekly departmental meetings where as a department we were able to throw new idea’s at our team leader as to how we thing the department could best improve. | |  |  |  |  |  | | --- | --- | --- | --- | |  | **Education**   |  |  | | --- | --- | | 2000 – june 2006 | Secondry Education  Ridgwood high school - Stourbridge, West Midlands | |  |  |  |  |  | | --- | --- | --- | --- | |  | **Interests**   |  |  | | --- | --- | |  | I enjoy spending time socialising with family and friends, DIY projects, playing golf and driving. | | |  | |  |  | | --- | --- | |  | **Contact**  Address  2 Bedcote Place, Stourbridge, west midlands, DY8 1LD  Phone  07749956219  E-mail  Benmichaelfox19911@gmail.com |  |  |  | | --- | --- | |  | **Skills**    Administration skills    Excellent    Communication skills    Excellent    Ability to adapt to change    Excellent    Customer relations experience    Excellent    Answering the telephone in a timely and professional mannor  Excellent | |

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