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|  | **BF** | Lord BEN FOX Transport and general administrator |

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|  | **Professional Summary**

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|  | 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. |

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|  | **Work History**

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| 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.
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|  | **Education**

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| 2000 – june 2006 | Secondry EducationRidgwood high school - Stourbridge, West Midlands |

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|  | **Interests**

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|  | I enjoy spending time socialising with family and friends, DIY projects, playing golf and driving. |

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|  | **Contact**Address 2 Bedcote Place, Stourbridge, west midlands, DY8 1LDPhone 07749956219E-mail Benmichaelfox19911@gmail.com |

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|  | **Skills** Administration skillsExcellent Communication skillsExcellent Ability to adapt to changeExcellent Customer relations experienceExcellent Answering the telephone in a timely and professional mannorExcellent |

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