**Mario Saraiva**

London W14 | Tel: 07502 994 983 | Email: corvettept@hotmail.com

**Personal statement**

A hardworking and conscientious person with the ability to follow standard operating procedures and work in a methodical and tidy manner. A quick learner willing to undertake training and develop new skills to meet the demands of the role. Reliable and punctual and can assure the employer of sincerity and integrity. Keen to work within a progressive environment offering scope for career development.

**Key Skills**

* Good level of literacy and numeracy skills
* A team player capable of working independently using own initiative
* Willingness to work flexibly
* Ability to maintain records and complete paperwork
* Awareness of Health and Safety in the work environment
* Excellent customer service skills
* Ability to handle and resolve difficult situations
* Patience and the ability to remain calm in stressful situations
* Ability to work well with others
* Ability to promote and sell products
* Enjoy working with other people
* Thorough and pay attention to detail
* Ability to use your initiative
* Business management skills
* Ability to work well with my hands
* IT literate, able to carry out basic tasks on a computer or hand-held device

**Employment History**

* Sept 2021 – Oct 2022 Kitchen Assistant | King's Arms Pub | Chelsea
* Sept 13 – Sept 2021 Merchandiser | Company City A. M; Evening Standards, London
* Jun 2008 – Apr 2009 Costumer Service Support | TMN, Lisbon

**Education and Training**

* 2021 Fellow Higher Education Academy, London
  + - Certificate in Food Safety Level 2
    - Certificate in HACCP
    - Certificate in Allergen Awareness
    - Certificate in Fire Awareness
    - Certificate in Health & Safety
* 2009 A-Levels | RVCC Emenda, Lisbon, Portugal
* 1991 GCSE | Secondary School Joaquim de Carvalho Figueira da Foz, Portugal

**References available on request**