

**Ula Gentviliene**  
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### **Personal Profile**

I am a dedicated, organised and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

### **Key Skills and Qualities**

**Organisation:** I have the ability to organise my own workload and possess good time management skills.

**Team working:** I have worked flexibly, co-operating with colleagues within a team to help each other out, including pro-actively discovering if others needed assistance at busy times.

**Communication:** I have communicated with a range of people in various settings, including colleagues, customers and management.

**Reliability:** I am able to work with minimal supervision, demonstrating initiative to recognise and complete tasks. I am able to follow instructions.

**Working Standards:** I work hard to meet the quality of work expected of me and to meet deadlines.

### **The Money Shop**

**CSR-customer service/assistant manager**

**2018.02-till now**

Provide excellent customer service;

Outbound/inbound calls;

Loans, Western Union, Amber, Vita, Cheque cashing procedures;

Paperwork sorting, store audits;

Assisting business manager with all tasks, organising good team working.

### **Fine Dale Foods**

**2017.06-2018.01**

**Came back to previous job for temporary time.**

### **Clays, Bungay, warehouse operative/packer, 2017.05-2017.06**

Warehouse environment;

Picking/packing books;

Line operative;

12 hours shift, fast environment

### **Lancashire Textiles LTD, Accountants Assistant, 2017.02-2017.05**

#### **Duties Included:**

Initially began employment as a trainee

Worked with purchase orders, deliveries, invoices and SAGE system

Completed documentation to maintain qualified services of the company  
Worked in a team to achieve effective results

**Nelson Manor Care Home, Health Care Assistant/Nursing assistant (Band 2), 2016.01– 2017.02**  
**Orchard Care Homes, Care Assistant, 2015.09- 2016.01**

**Duties Included:**

To ensure that the care provided for residents complies with requirements of individual care users based on the philosophy of the person centred care  
To ensure that the privacy, dignity and choice of residents are respected at all times  
To assist with serving of food spending time as appropriate to ensure that meal times are an enjoyable experience for residents  
To ensure that correct and proper documentation and records are maintained in compliance with company policies and procedures  
To co-operate with housekeeping staff and others colleagues in maintaining a clean, safe and tidy home environment  
To ensure that all work is carried out in a correct and safe manner and with particular regard to the safety and welfare of fellow employees and visitors  
To attend all training and development courses as required by senior staff  
Assisting with all care of residents with dementia and residential  
Organising GP visits trips to hospital appointments, dentist etc  
Filling in all appropriate paper work

**Staff Force Recruitment, Administrator, Norwich 2015.07-2015.09**

**Duties Included:**

- Worked as an administrator in a recruitment agency for temporary basis
- Make calls for employers to speak with clients
- Job matching
- Learn the pay roll and bond system
- Developed my MS office, keyboard and telephone skills
- Working in a team to meet specific targets

**Frank Dale Foods, Warehouse Operative, 2014.04-2015.**

**Duties Included:**

- Checking in of goods, picking and packing of materials.
- Monitoring of stock shortages, processing order documentation.
- Keeping work areas clean and tidy, and free of any potential hazards
- Any other general duties as and when required

**Kaunas Equine sport club- rider,children trainer 2008-2014**

**Duties and responsibilities:**

Horse rider ( showjumping and few competitions ),

Children (new starters) trainer,

Handling all varies of horses,stables housekeeping such as feeding,grooming,cleaning,ground work,

Helping at competitions,

### **Education and Qualifications**

#### **Kaunas Simonas Daukantas Progymnasium**

- Diploma equivalent GCSE English, Math and science - grade A-B

#### **Civil engineering in Kaunas University of Technology**

- Two degrees - Basic Math, Numeracy, Literacy, Chemistry and IT

NVQ Level 2 in Health and Social Care – Still studying

***References Available on Request***