

Rachel Daniels

Delivery driver resume

KNOWLEDGE OF

Parcel delivery

Multi-drop deliveries

Customer service

Maintaining vehicle security

Stockroom control

Mechanical defect reporting

Driving in bad weather

Vans

Minibuses

Truck's

PERSONAL SKILLS

Calm under pressure

High personal standards

Timekeeping

Using initiative

Quick learner

Confident

PERSONAL DETAILS

Rachel Daniels
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CAREER OBJECTIVE

A friendly, helpful young person who has a welcoming smile & who likes meeting people. Rachel enjoys driving & is more than able to deliver & transport goods to local or national locations. She is reliable, professional and possesses traits that make her ideal to be the 'face' of any company. She can work to tight deadlines, and will always ensure that deliveries reach the customer on time. Right now she is seeking an enjoyable and rewarding career as a delivery driver with a company that offers its employees outstanding opportunities.

ACADEMIC QUALIFICATIONS

Coventry North College	2011 - 2012
Diploma in Transportation & Distribution	Pass
Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

DRIVING SKILLS ACQUIRED WHILST STUDYING

- Able to drive a diverse set of vehicles, including vans between 3.5 -7.5 tonnes.
- Driving safely and responsibly.
- Delivering goods directly to a customer's house or to a businesses premises.
- Carrying out vehicle maintenance inspections.
- Maintaining a vehicle, keeping it clean, tidy and well cared for.
- Picking up orders and loading vehicles.
- Bringing faulty or damaged stock to the attention of the Managers.
- Knowledge of using specialised snow and ice clearance equipment.
- Using handheld computers and scanners to register goods.
- Building up a relationship with customers through regular deliveries.
- Following correct procedures with every delivery.
- Carrying out all checks and procedures from pre-delivery to post-delivery.

KEY COMPETENCIES

- Comfortable with early morning starts, driving long distances & driving at night.
- Dealing with members of the public.
- Good knowledge of workplace Health and Safety.
- Clean driving licence, with no accidents to report in the last three years.

SELECTED ACHIVIEVEMENTS

Certificate in Vehicle Mechanics.
Responsible for the maintenance of a local charities minibus.
Passes advanced driving course.

HOBBIES & INTERESTS

Rachel enjoys go carting, it gives her a taste for life in the fast lane, and allows her to whizz around a track with her closest friends. She also likes to read fiction novels and is a member of a local library reading club.

REFERENCES – Available on request.



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