Rachel Jones

Courier resume

KNOWLEDGE OF

Delivering parcels

Multi-drops

Customer service

Customer communication

Parcel industry

Map reading

Route planning

Geographical area

Health & safety

PERSONAL SKILLS

Smart appearance

Punctual

Resilience

Patience

Accuracy

Road manners

Organised & methodical

PERSONAL DETAILS

Rachel Jones
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF
England, UK
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CAREER OBJECTIVE

A quick thinking, hard working and determined young person who is more than able to provide a high quality, flexible and innovative courier service both locally and nationally. Rachel has a clean driving licence, excellent driving skills and is not only able to make deliveries but can also perform routine maintenance on delivery vehicles, such as monitoring fluid levels and replenishing fuel. She is looking for a suitable position with a reputable company where she can be part of a team dedicated to giving customers the very best.

ACADEMIC QUALIFICATIONS

Coventry North College	2011 - 2012
Diploma in Carrying & Delivering Goods	Pass
Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

COURIER SKILLS AQUIRED WHILST STUDYING

- Collecting and delivering customers consignments safely, securely, punctually and in perfect condition.
- Loading and unloading items and parcels into a van.
- Transporting products that need urgent delivery.
- Obtaining signatures and payments from recipients.
- Completing all relevant administrative procedures and paper work.
- Examining a vehicle before departing to make a delivery.
- Able to deliver by foot, bicycle, scooter, van, or motorcycle.
- Recording information, such as items received and delivered and recipients' responses to messages.

KEY COMPETENCIES

- Planning and following the most efficient routes for delivering goods.
- Willing to work overtime, evenings, weekends and holiday periods.
- Knowledge of local and national roads.

HOBBIES & INTERESTS

As a competitive person, Rachel loves playing competitive sports that are physically demanding. She is a member of a local karate club and regularly enters regional tournaments as part of a team.

REFERENCES

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