

# Mark Login

Contact

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## **Personal Profile**

I am a conscientious, organised and professional individual with a positive work ethic. I work well within a team, but can also work independently using my own initiative. I take pride in my work, and always work to the best of my ability.

## **Key Skills**

- 36-years' experience in administration environment
- Attention to detail
- Reliable and trustworthy
- Excellent communication skills

*Please click to view my Digital Video CV:* <https://vimeo.com/251549792/153a36368e>

## **Employment History**

### **Actively Seeking Employment – Present**

I am currently seeking employment and have been searching for suitable jobs at my local Job Centre. I have enrolled on the Digital CV project to allow me to showcase the skills I have. I am looking for a role in the administration sector that will allow me to both build on my existing skill set and also allow me to learn new skills.

### **Royal Mail, Postal Sorter – November 2015 / December 2015**

During my time at Royal Mail, I was responsible for sorting mail in to the correct delivery areas. This required a high level of attention to detail, as incorrectly sorted mail could result in delays in the items being delivered. I worked as part of a team to ensure the items were sorted in the timeframes set. Due to the nature of the role, I made sure I kept my working environment tidy and clear of any potential hazards.

### **Manor Drive Solutions, Administrator – July 2015 / September 2015**

As an administrator for Manor Drive Solutions, I was responsible for completing a number of different administrative tasks. I input confidential information from various sources in to the relevant systems, ensuring attention to detail at all times. I also opened incoming mail and scanning documents for sharing in the appropriate computer drives.

### **Diligenta, Numerous roles – 1978 / 2014**

I had a number of different roles in the 36 years I worked for Diligenta, which allowed me to learn a wide range of administration skills and undertake numerous tasks. I started as a postal clerk and dealt with incoming and outgoing postal deliveries, ensuring items were sorted and delivered to the correct departments. I later had roles as an administrator and data entry clerk where I carried out data entry and office duties. I made sure documents were filed correctly to ensure they could be located when needed. I also had a role as a senior evaluation clerk where I worked as part of a team to look at individual cases and respond to customer queries. I also worked with my team to discuss challenges and strengths and how we can work together to achieve the best result and encouraging the team as a whole. I worked with the team to prioritise workloads, in order for us to meet the required deadlines.

### **Education & Training**

#### **Secondary School**

I completed my secondary education, and obtained 4 O'levels, including English and Maths.

#### **Hobbies and Interests**

In my spare time, I enjoy watching cricket. I also like going for walks and reading autobiographies.

### **References available on request**