

# Linda Harris

## Delivery driver

### AREAS OF EXPERTISE

*Transportation industry*

*Route knowledge*

*Van maintenance*

*Mechanical skills*

*IT skills*

*Traffic laws*

*Health & safety*

*Documenting/Recording  
Information*

### PROFESSIONAL

*First Aid Certificate*

### PERSONAL SKILLS

*Punctual*

*Reliable*

*Attention to detail*

### PERSONAL DETAILS

*Linda Harris  
34 Made Up Road  
Coventry  
CV66 7RF*

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*M: 0887 222 9999*

*E: [linda.h@dayjob.co.uk](mailto:linda.h@dayjob.co.uk)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

An enthusiastic, bright and capable delivery driver who is experienced enough to be able to drive for up to 8 hours a day collecting and delivering parcels and stock. A quick learner who can absorb new ideas, communicate clearly and who also possesses a good team spirit and is deadline orientated. Having a proven ability to use automatic routing or location software and to provide a efficient and prompt delivery service.

Currently looking for a suitable delivery driver position that offers variety and the opportunity to develop both personally and professionally.

### WORK EXPERIENCE

#### ***Kitchen Wholesaler & Supplier – Coventry***

**DELIVERY DRIVER** June 2008 - Present

Working as part of a wider store team, driving vehicles to transport stock & merchandise to & from the warehouse to specified customer destinations. Also responsible for scheduling delivery times & presenting bills & collecting payments.

#### ***Duties:***

- Making deliveries to our business premises and also customer's homes.
- Driving vehicles on scheduled routes to pick up and then deliver stock.
- Completing the correct documentation when booking goods in & out for delivery.
- Maintaining the delivery vehicles cleanliness both inside and out.
- Verifying the contents for delivery against delivery papers.
- Assisting to identify new leads and generate new business opportunities.
- Driving in in heavy traffic and unsociable hours.
- Report delays, accidents, or other traffic situations to managers.
- Delivering a friendly and professional service to customers.
- Manually lifting & carrying stock to from the vehicle to a customers premises.
- Driving safely whilst obeying all traffic laws and regulations.
- Having a positive attitude and a desire and willingness to learn.
- Obtaining customer signatures on delivery paperwork.
- Providing help and advice to customers and colleagues.
- Responsible for the accuracy and safety of all loads carried.
- Reporting any mechanical problems of deficiencies with the van.
- Completing vehicle inspection including: gas, oil, water, tires and lights.
- Communicating effectively with customers to build strong working relationships.

### KEY SKILLS AND COMPETENCIES

- Driving experience within a multi drop or multi collection role.
- Able to pass our rigorous security checks and procedures.
- Prepared to work long hours on delivery days.

### ACADEMIC QUALIFICATIONS

NVQ in Road Passenger Vehicle Driving

***Nuneaton North College 2006 - 2008***

A levels: Maths (A) English (B) Technology (B) Science (C)

***Coventry Central School 2000 - 2006***

**REFERENCES** – Available on request.

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