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## ADAM KISS

### KEY COMPETENCIES

#### TECHNICAL

Leaving Cert, ECDL Start Cert, Clean Full-Irish B Driving Licence

#### INTERPERSONAL

Punctual, Responsible, Reliable, Efficient, Flexible, Respectful, Can-Do Attitude, Motivated,  
Willing to Achieve, Easy-Going, Target Driven

#### KNOWLEDGE OF

HACCP, FIFO, FEFO, Manual Handling, E-Commerce, Picking, Packing, Customer Service, Cash  
Handling, Cycle Mechanics

### PROFESSIONAL PROFILE

„I am a highly adaptable, flexible professional who embraces teamwork, but also enjoys working independently. I can learn and swiftly adapt to a new environment. Understanding new informations was never an issue. Flexible regarding hours of work. I enjoy to work in a challenging environment and always putting maximum effort into my tasks. Personal hygiene and good appearance is also important for me. I consider myself a well mannered, friendly and reliable person. Non-drinker, non-smoker.”

### EDUCATIONAL RECORD

Szechenyi Istvan Secondary School of IT - Hatvan, Hungary – 2008 / 2012  
*School Leaving Certificate*

### CARREER HISTORY

#### HALFORDS – GALWAY – SALES ASSISTANT/CYCLE MECHANIC

*2016 – Present Day*

„My current duties are to meet and greet customers entering the **BikeHut** area of the store, selling bikes and various cycle accessories according to their needs and most of the time also assembling their orders. Providing aftersales support of our products according to the company SOP’s while making sure we achieve our daily/weekly sales, repair and e-receipt targets. Carrying out cycle maintenance and repairs in the workshop usually involves working with specialized set of tools or equipment and ordering several different bike components from our suppliers. I had to keep my knowledge up to date with the requested modules on the company’s E-learning surface, embracing the new information and passing the end of topic tests. Operation of the till, price and gapchecks are also part of my tasks.”

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**DECATHLON LOGISTICS HUNGARY – HATVAN, HUNGARY – E-COMMERCE STAFF**

2016

„Moving back to my hometown in Hungary I got employed by the French sports retailer Decathlon and I worked in it's warehouse which was the regional distribution centre of goods. I started my E-Commerce career at the packaging section just so I can quickly get used to my new environment. As time went my shifts were rostered through the rest of our processes involving product sorting, labeling and manually loading delivery trucks while providing and signing for the appropriate documentation. I was able to quickly pick up all the different procedures for customer order fullfilments. I had to be familiar with the specific areas within the warehouse. After a while I got promoted to be in charge of the bicycle customer orders exclusively. I had to make sure that they are safely assembled either by myself or other colleagues to company standards, firmly packaged and that the orders got dispatched before the appropriate deadline to the correct addresses. During this time I got to know my fiancée. The reason I left the job was that we wanted to relocate to Ireland together.”

**COMPASS GROUP UK\IRELAND – GALWAY – CATERING ASSISTANT**

2014 - 2015

„I was hired to work in the canteen of Medtronic's Building 1 as kitchen porter or floor staff. This sometimes involved difficult phisycal labour like deep cleaning owens but sometimes I had to go to prepare a meeting room as of a catering point of view or collect various catering equipment from the other buildings with a trolley. I had relevant experience of basic food portioning and helping to cater on Functions.”

**RAIL GOURMET UK\IRELAND – GALWAY – ON-BOARD TRAIN STEWARD**

2013 - 2014

„My role was to operate the goods trolley or dining car on Iarnród Éireann's Galway/Céannt – Dublin/Heuston line. I had to serve passangers looking for refreshments or snacks. Managing and rotating stock during each service was mandatory and I had to fill out order forms at the end. I also had to fill out sales reports, cash deposit forms and made lodgements after each trip. This job involved early morning (5 AM) starts and late finishes (11 PM) while I mostly had to spend the day in Dublin on unpayed „extended break” periods waiting for the train I'm going to cater for on the way back to Galway Céannt Station.”

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**REFERENCES**

References are available upon request.