**STEFAN POPOV**

* 22A Derby Road, Douglas, Isle of Man IM2 3ET
* +447758136092
* thesteventh@live.com

 Skills

* Adept multi-tasker, Hardworking,
* Team player, Trustworthy,
* Willing to learn new skills, Organised,
* Computer proficient, Quick Learner.

Work History

General Cleaning Assistant, January/2019 to Current

Strand Facilities Services Limited – Douglas, Isle of Man

* Made sure clearning was done to professional standards and helped team when needed to achieve best results.
* Orginized work between colleagues for efficient and time limited performance of tasks.
* Cleaned building floors by sweeping, mopping, scrubbing and vacuuming.
* Cleaned windows, glass partitions and mirrors using soapy water, surface cleaner, sponges and window kits.
* Promoted building security by locking doors and checking electrical appliances for safety hazards.
* Scrubbed, top-coated, buffed and varnished hard floors.
* Sanitised bathrooms, showers and locker rooms.
* Ordered and sorted supplies/chemicals based on need in advance.
* Followed proper safety procedures on chemical application for both cleaners using it and client spaces cleaned.
* Wiped down table tops, chairs and condiment containers.
* Learned and used machines provided for specific professional cleaning such as powered floor scrubbers and carpet washers.

Warehouse Picker/Packer, June/2017 to October/2019

* Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer.
* Sort and place materials or items on racks, shelves or in bins according to organizational standards
* Preparing and completing warehouse orders for delivery or pickup according to schedule
* Keep a safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times

Receptionist, October/2016 to February/2017

Funtopia Bulgaria - Sofia, Bulgaria

* Worked directly with clients to achieve customer satisfaction.
* Engaged with customers in a sincere and friendly manner.
* Responded to customer questions and requests in a prompt and efficient manner.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* Recommended merchandise to customers based on their needs and preferences.
* Processed cash and credit payments rapidly and accurately.

 Warehouse Picker/Packer, June/2016 to October/2016

* Sort and place materials or items on racks, shelves or in bins according to organizational standards
* Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer.
* Keep a safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
* Preparing and completing warehouse orders for delivery or pickup according to schedule

Education

**University**: Computer Science and Technology

South-West University "Neofit Rilski"- Blagoevgrad ,Bulgaria

September 2014 - February 2016

 **Professional Secondary School**: Arts and English

NHG "Sv.Sv. Kiril and Metodiy" - Blagoevgrad, Bulgaria

September 2009 - May 2014

 **General Primary School**

George Izmirliev V School - Blagoevgrad, Bulgaria

September 2002 - June 2009