

STEFAN POPOV

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Skills

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

Work History

General Cleaning Assistant, January/2019 to Current
Strand Facilities Services Limited – Douglas, Isle of Man

- Made sure cleaning was done to professional standards and helped team when needed to achieve best results.
- Organized 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 Izmirliiev V School - Blagoevgrad, Bulgaria

September 2002 - June 2009