

# NEIL BUTLER

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## Summary

I am a conscientious person who prides myself on being a self-motivated worker who is able to work on my own initiative and communicate effectively at all levels. I have strong leadership skills with a proven track record of same. I have always committed to each role with integrity, honesty and believe I can improve all round productivity and general wellbeing.

## Skills

- Team Management
- Strong Organisational Skills
- Leadership Skills
- Cash & Credit Transactions
- Team Building
- Outgoing Personality
- Problem Solving
- Communication Skills
- Attention to Detail
- Time Management
- Scheduling
- Self-motivated
- Team Player

## Licences

- Drivers Card
- Full Licence B & C, provisional C/E (12hrs training, awaiting test)
- All CPC courses up to date
- Digital Tachograph Card

## Experience

**07/2020 to present**

**Home Delivery Driver – EZ LIVING Furniture, Sligo**

- Multi-drop furniture deliveries to customers
- Lifting and some assembly of furniture on delivery
- Ensuring necessary paperwork is updated and truck is kept tidy
- Providing professional and courteous customer service
- Maintaining a strong customer focused relationship
- Assembly of in store show furniture
- Managing collections in the Warehouse (1 day a week)
  - Checking for damaged or missing goods
  - Contacting customers advising goods are ready for collection
  - Loading the goods into customers vehicle
  - Instructing customers on the assembly of product/s
  - Process paperwork accordingly
  - Ensuring the weekly customer manifest is completed
  - Maintaining a neat and tidy collection area

**02/2014 to 06/2020**

**Truck Driver - M50 Transport, Clane, Kildare**

- Implement daily pre-trip inspections to reduce risks or delivery delays
- Maintain comprehensive delivery records and facilitated management of customer accounts
- Sustain safety protocol, providing proper, cost-effective and safe handling equipment and material use
- Conduct preventive maintenance, checking gauges, readings and fluid changes
- Record expenses and maintained receipts
- Collect customer loads in timely and accurate manner
- Obtain and maintain proper delivery authorisation and pickup documentation
- Maintain telephone and radio contact with supervisor to receive delivery instructions

**11/2013 to 02/2014**

**Truck Driver - Mark & Simon Hoban, T/A Heatco Ltd, Clane, Kildare**

- Processed shipment documents neatly and efficiently for each load
- Coordinated daily delivery schedules based on customer schedules, peak delivery times and alternate routes
- Maintained telephone and radio contact with supervisor to receive delivery instructions.
- Submitted reports on condition of lorry at end of each trip

**05/2008 to 11/2013**

**Senior Bar Manager - The Belgard Inn, Tallaght, Dublin 24**

- Stock control
- Ensuring optimal beverage stock for bar/lounge/function room & nightclub by monitoring monthly inventory
- Liaised on weekly basis with sales representatives to replenish stock
- Ensuring profit margins were met
- Increased revenue by promoting additional items and assisting with beverage menu creation
- Tailoring package deals for large functions
- Staff rostering
- End of day cash balancing
- Key holder
- Delivered an exceptional level of service to each customer by listening to concerns and answering questions

**06/2004 to 05/2008**

**Sales Executive – Merlin Car Auctions**

- Processed sales of motor vehicles sold at auctions
- Customer sales/queries
- Negotiating sales prices and handling contracts
- Large cash handling
- Stock control
- Arranging VRT and appropriate registrations

**09/1999 to 06/2004**

**Barman - Barberstown Castle, Straffan, Kildare**

- Stocked beer and wine coolers
- Maintained neat personal appearance
- Served each guest with sincere, positive, pleasant and enthusiastic attitude
- Delivered quality food and beverage service to guests quickly.
- Broke down bar after events and returned leftover liquor, glassware and banquet trolleys.
- Upheld high standard of cleanliness in all work areas.
- Managed customer service by training staff, overseeing operations and resolve issues quickly.
- Processed cash, credit card and voucher payments.
- Prepared coffee and espresso drinks.
- Executed all daily tasks and assisted other team members when needed.

**Education**

1999

Leaving Certificate Scoil Mhuire — Clane

**Referees**

Available on request