

Mr Alan Cairns

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Profile *An enthusiastic and highly motivated Support worker with excellent organisational skills,a team player with a flexible positive approach,used to working in a busy and ever changing enviroment.

Key Skills

- * Ability to support service users to learn everyday life skills.
- * Ability to support service users to pay bills,administer medication,do weekly shop and general everyday tasks.
- * Pc literate and familiar with Windows, Excel and word.
- * Working well as a team member
- * Communicates well with all levels of staff.

Career History

Jan 07 - Present

Ark Community Networks - Dunfermline **Support Worker**

Supporting adults with learning disabilities to live independendantly in there own homes.

Dec 99 - Oct 06

Solectron - Dunfermline **Inventory Analyst**

Responsible for preparation of daily warehouse stock counts,input of stock count data,investigating and reconciliation of stock discrepencies,input of material discrepencies and graphs.

Sep 91 - Dec 99

Solectron - Dunfermline **Storeman**

Responsible for bringing goods in to warehouse,delivering material to production line in a timely manner,cycle counting and warehouse accuracy.

Mar 88 - Jul 91

Elektrotek Drives - Dalgety Bay **Storeman**

Responsible for goods in and despatch,responsible for issuing materials to shop floor,implementing bs5750 stock control,general housekeeping duties

Jul 86 - Mar 98

Dunfermline District Council - YTS Storeman

responsible for receiving and issuing of goods within department, Daily stock checks and input of data.

Professional Training

Scottish Vocational Qualification(level2) in Wholesaling, warehousing and Purchasing
Scottish Vocational Qualification(level 2) in Health and Social Care
First Aid
Food Hygiene
Behaviour Management
Managing difficult epilepsy
Forklift License

Education

Carnegie College, Dunfermline 1986 - 1988
National Qualifications
Mathematics Grade 1
Basic Distribution Skills
Stock control
Introduction to computers
Cash Handling
Principles of Purchasing
Inventory Planning and Control
Practise of Purchasing
Materials Handling and Storage

St Columbas High School, Dunfermline 1982 - 1986
English, Mathematics, Modern Studies O, Grade

Personal

Date of Birth: 13 March 1970
Driving Licence: No

References

Available on request