****

**ANDREAS KOKKINOS**

**Email:** [ak3002@hotmail.com](mailto:ak3002@hotmail.com) / **Mobile:** 07738 956 474

**Work Experience**

**Morrison’s Stores Plc September 2016 to date**

**People Manager, Business Partner**

* Overseeing payroll budget, ensuring business is compliant with employment law legislation, managing absence process, facilitating disciplinary and grievance hearings, delivering business training and induction training
* Overseeing the business operation, ensuring customer service and business targets are delivered
* Delivering KPI’s and budgets, LFL sales growth
* Supporting store duty rota

**One Stop August 2016 – September 2016**

**Store Manager**

* Delivering KPI’s and budgets, targeting a 2% LFL sales growth
* Supporting store duty rota
* Setting and maintain high standards, compliant with food hygiene and health & safety practices

**Citizens Advice Bureau April 2016 – October 2016**

**Diagnostic assessor/ adviser**

* Delivering impartial, independent and confidential advice on a range of issues including employment, debt, housing, benefits, immigration and family legislation

**Tesco Stores Limited Start Date: 24 April 2007 – 5 December 2015**

***Following Roles were within Tesco.***

**Store Manager Tesco Express Feb 2012 – December 2015**

* Deliver business KPI’s and budgets, store standards, Business Plan, People Plan
* Successfully completed a 6-month temporary role as Group Payroll and Employment Compliance coach
* Lead my team to deliver a great place to work by completes store operational requirements by scheduling and assigning employees; following up on work results.
* Maintains store staff by recruiting, selecting, orienting, and training employees.
* Maintains store staff job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising job results.
* Secures merchandise by implementing security systems and measures.
* Protects employees and customers by providing a safe and clean store environment.
* Maintains the stability and reputation of the store by complying with legal requirements.

**Tesco Checkout / Petrol Filling Station Manager (P/T) May 2011 - Feb 2012**

* Support Personnel Manager in delivering coaching, training and development targets
* Deliver department KPI’s, merchandise and manage the stock availability in the garage shop / forecourt
* Support Duty Manager rota for the main store

**Tesco Compliance Manager/ HR Assistant April 2007 – May 2011**

* Support Personnel Manager in delivering coaching, training and development targets
* Support and manage absence issues/ disciplinary and grievance cases/ occupational health cases
* Manage and deliver payroll, expenses and unknown loss budgets
* Co-Ordination and coach management team to deliver best practice food, safe and legal practices & deliver operational audits
* Manage and Support Price Integrity department to deliver correct prices for over 48,000 products

**March 2006 – April 2007 – Career break to raise children**

**Branch Manager, Birmingham Midshires Building Society July 2004 - March 2006**

**General Manager, Pret A Manger August 2002 - March 2004**

**Store Manager Designate, Iceland Foods plc. Aug. 2000 - July. 2002**

To summarise the rest of my work life I worked with McDonald’s Restaurant Limited started as part time staff and developed through to Store Manager 1988- 1999.

**EDUCATION / PROFESSIONAL QUALIFICATIONS**

* University of Law – Graduate Diploma in Law – June 2019
* Open University - BA Honours – International Studies
* Ravens Wood School for Boys, Bromley, attained 3 A-levels, 9 GCSE
* Accredited Civil & Commercial Mediator – Society of Mediators
* McKenzie Friend Training – Advanced level, Simon Walland Family Law
* CIPD level 3 / CIPD Associate
* Food safety level 3 certificate
* Certificate-Introduction in Social Science

**Key Skills and Qualities**

* Analyse and critically evaluate information and data, using strategies to update my knowledge
* Use a range of communication technologies to independently research select and present information using a range of formats e.g. MS Word, Excel
* Write and communicate concisely and clearly to different audiences
* Critically analyse processes of change
* Establishing good working practices to improve and deliver business strategy and people strategies
* Rational and logical methods in working practice with a keen eye for detail
* An innovative approach to problem solving /managing case work
* Collaborative style of working within a team, and ability to resolve issue through my own initiative
* Coaching / training and developing colleagues through internal processes to deliver a customer focussed business
* Adaptable and flexible approach in fast moving business and office environments
* Commercial awareness, merchandising and stock control

**REFERENCES**

Available on request