


PRETOM CHAKRABORTY

 www.linkedin.com/in/pretom369009/

 07411 369009

 [Birmingham, UK](#)

 MOBILE369009@GMAIL.COM

Language: (A)Bengali-(B)English-(C)Hindi

Summary



As a multi-skilled professional with a diverse background, I bring a wealth of experience to the table. With years of experience as a truck driver, I have honed my ability to navigate roads and deliver goods efficiently and safely. As a care worker, I have developed a deep sense of empathy and compassion for those in need, and have the skills to provide top-quality care and support to individuals of all ages and backgrounds. As an interpreter, I am able to bridge the communication gap and facilitate understanding between people from different cultures and languages. Additionally, my experience as a writer and educator has allowed me to develop strong communication and organizational skills, which I bring to every job. With a commitment to professionalism and a focus on results, I am confident in my ability to make a positive impact in any role.

Experience:



Driving:

2014-Current

As a Class 1 HGV driver with over 7 years of UK experience, I have maintained an impeccable safety record and consistently exceeded delivery targets while receiving numerous commendations for my professionalism, reliability, and excellent customer service skills. I have taken on additional responsibilities, including training new drivers and serving as a mentor to junior colleagues, and demonstrated a willingness to go above and beyond to ensure deliveries are made on time and customer needs are met. My achievements reflect my dedication, professionalism, and commitment to excellence, making me a valuable asset to any organization. I am comfortable Containers, BOX, ADR, Tramping, Trunking etc.

Rapid Staffing	Asprey 24	National Express	MLK transport	Titan Recruitment	DPD
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Language (Interpreting, Translation, Voice over):

2016- Current

- Translating and interpreting court documents at depositions and hearings between parties of different lineage & accompanying state-appointed attorneys to prison and detention centres.
- Assisting people who have difficulty expressing their needs in English In a legal, medical construction and media environment.
- Providing translation, proofreading, transcription, voice-over and localisation services for both technical and non-technical documents in both Bengali and English
- Assisting with litigation and negotiation with foreign diplomats and business personnel at conferences in person or remotely.

Capita	DA Language	The big word	A to Z interpreting	Prestige Network
Pro Z	Clear Voice	ICT Translation	Language empire	Translation Express

Volunteering and Management:

2011- 2020

- Critical thinking – Upholding general H&S, Risk assessment, Fire safety, Manual handling, Food safety, and First aid duties.
- Leadership– Creating a workplace culture that is consistent with the overall organisation's and that emphasises the identified mission, vision, guiding principles, and values of the organisation.
- Project management – Keyholding responsibilities, along with monitoring and controlling the incoming crowd. Scheduling and arranging weekly meetings.
- Communication – Plan and allocate resource efficiently to coordinating disaster relief & fundraising campaigns. Communicate regularly with other managers, the director, president, and other designated contacts within the organisation.
- Oversight and direction – Overseeing accounts & maintaining business correspondence. Proofreading company's guidelines, policies, memorandum, and circulars into user into friendly languages with GDPR compliance.

ISKCON Birmingham	Spark hill Library	Nishkam Civic Association	BHF	Royal Voluntary Service
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Construction and Security:

2015- Current

- General duties– Establishing and implementing safe and proper working practices upon risk assessment under H&S guidelines. Monitoring sub-contractors, plants, and materials.
- Collaboration – Setting agendas and holding regular toolbox talk. Planning and understanding to deliver the agreed project within the agreed contract conditions and financial targets encompassing the time frames scheduled.
- Team support – Providing leadership, direction, and guidance, Setting SMART goals. Liaising with materials and sub-contract procurement teams and contract managers to ensure the right resources are available.
- Miscellaneous – Undertaking Banksman, Fire marshal, First-duties at times, overseeing loading and unloading and conducting the site induction.

Swift personnel	Quick temp	Smart recruitment	Phoenix Security	Titan Recruitment	PSR solution
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Teaching and education:

2016- Current

- I have been providing distance learning and vocation education to various foreign organization. However, I have been providing Proof reading, Editing and Assessment services to few UK based and international companies such as DA language (A UK based company) and have done a few projects for the Amnesty International. I also have online TEFL experience on various online freelance platform. My strong points are Transport, IT, STEM subjects, Research and Numismatics. I like to work in a organised environment and would like to pursue my career in education if I get a fair chance.

Hospitality & Social Care:

2011-2014

- Companionship – sharing conversation and spending time together
- Personal care – assisting with bathing, dressing and, when necessary, continence support
- Helping with mobility – some customers need assistance getting around the home
- Overseeing medication – all according to the customer's care plan
- Household chores – help around the house, such as vacuuming or washing clothes
- Preparing and cooking meals
- Running errands – assisting with tasks such as shopping or picking up prescriptions
- Other medical support – Worked with following conditions such as Dementia, MS, Learning difficulties, End of life care, Diabetes, Alzheimer's Paraplegia, Epilepsy, Spinal chord injuries and many more.

Desired Care 4U	Bluebird Care	Airbnb	Curam
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Professional qualification:



➤ SMSTS certificate		2015- Current
➤ First Aid at Work	[Level 3]	2012- Current
➤ CSCS card (Green)	[Level1]	2018- Current
➤ COSHH Risk Assessment	[NQF Level-3]	2020- Current
➤ Lean Six Sigma	[Yellow Belt]	2018- Current
➤ ISO 14001:2015 EMS	[NQF Level-3]	2018- Current
➤ Customer Service	[NQF Level-2]	2013- Current
➤ Diploma in Project Management	[NQF Level-5]	2013- Current
➤ Fire marshal certificate	[Level 2]	2015- Current
➤ Traffic marshal certificate	[Level 2]	2015- Current
➤ SIA- CCTV & Door Supervisor	[Level 2]	2015- Current
➤ Care Certificate		2021- Current
➤ PTTLS	[Level 3]	2019- Current
➤ Diploma in TEFL	[Level 5]	2018- Current
➤ Diploma in Coaching and Mentoring	[Level 3]	2020- Current
➤ DPSI Law (Bengali)	[Level 6]	All units passed
➤ Class 1 HGV & PCV licence		2015- Current
➤ ADR	[NVQ level 2]	2016- Current
➤ Petroleum Driver Passport		2019- Current
➤ MPQC card	[Level 2]	2017- Current
➤ Forklift licence	[Level 1]	2016- Current
➤ DQC and DIGI card	[QCF Level 2]	2015- Current
➤ Facility Management	[QCF Level-2]	2020- Current
➤ Food & Safety Knowledge	[NQF Level-3]	2013- Current
➤ Rail Engineering & PTS	[NVQ Level 2]	2020- Current
➤ Certificate in Teaching in Education	[Level 3]	2021- Current

Other qualification:



Bachelor in Philosophy, 2:2	[Level 6]	2014
PPL- Private Pilot Licence	[NVQ Level 3]	2018
APPI Paramotor license		2024
Flight Radio Telephony Operator Licence	[Level 4]	2018
AVSEC	[Level D]	2016
Diploma in Children Studies	[NQF Level-3]	2013
IELTS	[Level 4]	2010
Award in landscape Photography	[Level 2]	2010
VTCT Award in Indian head Massage	[Level 3]	2012
Diploma in coaching & Mentoring	[Level 3]	2020
Facilities Management	[Certificate]	2020
GDPR & Cyber security awareness	[Certificate]	2021
CPD		Ongoing

Security clearance



DBS	2023
SIA (Security Industry Authority)	2020
Foreign counter terrorism check	2019

Avocation:



Flying, Paramotoring, Locomotive, Notaphily, Blogging, Indian cooking, Product Research & Benchmarking, Music, Movies, Animation, Travelling etc.