**A.N Other**

Stanmore Middlesex

HA7 2RD

[ANEMAIL@gmail.com](mailto:ANEMAIL@gmail.com) /07508612345

ALL NOTES IN RED ARE TO BE DELETED AS YOU COMPLETE THE CV, THEY ARE FOR YOUR INFORMATION ONLY

**THE CV MUST NOT BE MORE THAN 2X A4 SIDES IN LENGTH**

**Personal Profile – (should reflect how you would be you as a potential employee)**

I am a problem solver and holistic designer of systems for construction projects for commercial and residential premises.

I have worked as a Mechanical site supervisor in grade 1 contractor company about commercial project, an active mechanical engineer for site projects needing air ducts installation; I also have a heavy background in HVAC pipelines, Sanitary, Rain water and CWS systems.

I have designed and contracted the insulation and installation of ductwork, pipe lines along with supports in various different kinds of ceilings, and completed projects with hydrostatic tests to ensure the system is capable of it’s designed intent.

**Key Skills – (make these relevant to each job you apply for)**

|  |  |
| --- | --- |
| * Organisation skills * Good Communicator * Change Management experience * Project Planner | * Proficient with Microsoft Office Packages * Team player * Experienced in staff management |

**Employment Experience - (List these in chronological order starting with most recent. Any gaps should also be listed with short sentence to explain what happened during the gap period)**

**2018 – 2020** Speak Up London **Handyman/Maintenance**

* **KEY DUTIES TO BE BULLET POINTED HERE**  
  Responsible for changing lights, sockets
* Installed toilet ventilator, toilet paper dispenser, water taps
* Internet cables maintenance
* laid laminate flooring, vinyl Arian wood floor
* **YOU COULD LIST ANY KEY ACHIEVMENTS HERE CONCISELY**

**2007 – 2014**  Arian Wood Floors **Supervisor**

* Study plans of the floor to remove the old floor and replace.
* Responsible for installing, fitting and laying wooden/laminate flooring
* Using equipment including jigsaw, skill saw, chop saw to cut the wood to size
* Repaired doors, changed locks as needed

**2002 - 2005**  Kingsbury floors to go **Floor Layer**

* Laying new wood/laminate floor
* Cutting wood to size
* Loading/unloading wood from van
* Remove old floor and clean the floor

**Qualifications – (List these in chronological order starting with most recent)**

Sep 1994 - Jun 1995 Training Floor Training Key Skills

Sep 1990 - Jun 1994 Technic High School

**Additional Skills**

* Driving Licence held
* Languages • English • Albanian • Hindi

**REFERENCES** available on request

(Please do not list referees’ personal names/addresses on CVs as they may not appreciate their contact details being displayed all over the internet when you upload your CV onto a site)

,