

CURRICULUM VITAE

MR/S X Y

Address

Contact numbers

Email

PROFILE

Type a few lines about yourself and your goals here

QUALIFICATIONS/IT SKILLS/CPD/EDUCATION – DEPENDING ON WHAT IS MOST RELEVANT

- BIFM
- NEBOSH
- BSc Facilities Management - 1996
- AutoCAD
- Prince 2 Project Management

EMPLOYMENT HISTORY

Dates: March 2008 to present

Company: Interserve FM Plc

Role: Head of Operations

Responsibilities

- Head of Operations for Sainsbury's Headquarters including Outer Estates, responsible for over 140 staff with a budget of nearly 7 million per annum
- The role is to develop and implement a strategic approach to maintaining and improving the business with specific accountability for enhancing the service with particular emphasis on profit margin and organic growth
- Outline all other responsibilities in bullet format

Achievements

- The procurement strategy delivered substantial savings enabling the tenant to receive best value together with enhanced service delivery
- Implemented and managed the introduction of a dedicated Helpdesk along with the streamlining of the approved supplier list

Reason for leaving: This was an interim role with defined goals which have now been achieved and handed over

Dates:

Company:

Role:

Responsibilities

Achievements

Reason for leaving:

INTERESTS

- List here