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Personal Profile

I am 24 years of age with an outgoing but mature personality. I have the motivation and confidence to succeed in any given task. I am able to work proficiently individually and as part of a team.

I have gained experience working closely with directors and managing a variety of projects, both in my current and previous employment.

I work with computers using most Microsoft products on a day to day basis and I have shown a high level of verbal and written communication among all levels, from installers to directors.

I'm a rapid learner with a driven mentality, as shown in my progress at present.

Key Skills

- Strong commercial awareness
- Excellent I.T skills, including MS packages
- Excellent communicator
- Flexible approach to work
- Strong problem-solving skills
- Able to use my own initiative
- Conscientious, trustworthy and reliable
- Highly numerate

Education and Qualifications

St. Helens College: Diploma

- Subsidiary Diploma in Construction: Pass

St. Helens Chamber: Apprenticeship

- Business Administration Level 3: Pass

Byrchall High School, Wigan: GCSE level

- Physical Education: A
- CiDA (I.T): A
- Mathematics: B
- English Literature: B
- Science: B
- English Language: C
- Geography: C

Employment History

NS Insulations: July 2017 – Present

Role: Commercial Manager

As this is a relatively new company, I was brought in to help steer the company in a new direction: the new build housing sector.

My Role as Commercial Manager consists of overlooking all aspects of the process; from tender stage and estimating, to completion of the work and invoicing.

Key responsibilities:

- Supply quotations via tender documentation
- Sourcing most cost-effective materials
- Controlling OH&P; incorporating material costs, labour and logistical costs
- Generate and distribute valuations for payment
- Ensure all contracts are invoiced accurately and within time scale given
- Generate a monthly productivity report for management meetings

Key achievements:

- Secured contracts circa £40k in first month of new build venture
- Negotiated a deal to ensure we get the best price available from our suppliers

A&M Energy Solutions: April 2011 – July 2017

Role: Assistant Commercial Manager (September '15 – July '17)

Reportable to the Financial Director, I oversee all productivity within our busy head office. I ensure quotations are supplied, and contracts are invoiced correctly within a tight schedule. I liaise with Site Agents and Quantity Surveyors on a regular basis to ensure there are no discrepancies at the invoicing stage.

Due to the growth of the company, I have been assisting the senior estimator with his duties. This includes:

- Identifying and quantifying costs, incorporating production time, materials and labour costs
- Measure architects' drawings and interpreting specifications
- Ensuring we are sourcing the most cost effective materials
- Evaluating a products' cost effectiveness and profitability
- Producing and distributing pricing documents

Key achievements:

- Completed my first contracts worth circa £280k. from quotation through to invoicing
- Negotiated a National deal with one of the UK's largest housebuilders
- Negotiated a National deal with our largest supplier of material
- Oversee circa £21m. in productivity to financial year end

Key responsibilities:

- Oversee productivity across head office
- Generate and distribute valuations for payment
- Ensure all contracts are invoiced accurately and within the time scale given
- Supply quotations via tender documentation
- Calculate bonus (wages) of 30+ installers each week
- Source most cost effective materials

Role: Assistant Production Manager (September '11 – September '15)

In this role, I worked on the production side of the business; supervising on site and programming work in for 30+ installers, ensuring all were geographically plausible. Managing and ordering materials, ensuring everything was in stock ready for use the following days / weeks was a key component in my job role. In this role, I worked in a fast-paced environment where the need to be forward thinking and have a sharp, decisive mind was a necessity. Also, by using a hands-on approach, I was able to build a rapport with not only the customers and suppliers, but with the installers I was instructing on a day to day basis.

Key responsibilities:

- Programming work for installers
- Ensuring materials were in stock ready for use
- Ensuring work was completed in a timely manner

Haydock Park Racecourse: July 2010 – November 2011 (casual work)

In my time at Haydock Park Racecourse, I quickly became a team leader, a role in which fast decision making was vital. At the end of the working day I reconciled cash and handled large amounts before submitting it to the office. A large part of this role required me to deal with customers face to face on a regular basis.

Leisure interests

Football is my passion, I play for a local team and attended the World Cup in Brazil 2014. I enjoy taking part in most sports. I have an NVQ level 2 in football coaching; along with my first aid qualification.

References

Multiple references are available upon request.