**Zarq Ali**

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Full UK Driving License

**PERSONAL SUMMARY**

I am highly motivated, enthusiastic individual who is continuously aspiring to gain knowledge and further develop my personal skills in Quantity Surveying. I am personally involved within the property industry which has spurred my enthusiasm to pursue a career within the field.

I am confident in adapting to new and challenging situations in any environment. My personality and humble nature is vital within a cohesive and prosperous team. I am a very much a team player, but also thrive in undertaking tasks as an individual.

**EDUCATION AND QUALIFICATIONS**

**Post Graduate Education**

**2014- LoveTEFL Certificate (Teaching English as a Foreign Language)**

**Undergraduate Education**

**2011 – 2013 Leeds Metropolitan University: BSc (Hons) Construction Commercial Management**

**2009 – 2011 Leeds Metropolitan University: Higher National Diploma in Quantity Surveying**

**School level Education**

**2006 – 2009 Nelson and Colne College:**

4 A-Levels

**2001 – 2006 Edge End High School:**

8 GCSE’s including English & Mathematics

**Employment History:**

**October 2016 – Present Commercial Administrator: Story Homes**

I possess a varied role within the department with a heightened interest in the Procurement side of the role. My responsibilities include:

* Collating and producing contract Tender Packs.
* Management of the company Cash Flow Forecast.
* Pricing and Distributing client extras to the supply chain.
* Managing drawing revisions and distribution to the business.
* Interacting with Subcontractors/Suppliers and managing the PQQ process.
* Processing payments to Subcontractors through use of COINS
* Managing Regional Commercial Mailbox.
* Supporting the Commercial Team Surveying/Buying function..
* Using SharePoint on a regular basis to keep company documents up to date.
* Aiding all queries from Subcontractors or any related parties.
* File handling/Management for regional contracts.

**2006 – Present Customer Service and Sales Assistant: Morrisons Supermarket**

I am required to work in a customer facing environment where communication and problem solving is an imperative part. Listening and responding to customer needs has enabled me to converse with a diverse range of people and adapt my response. Further enhancing my decision making skills where I take a logical approach in responding to queries. As a result I have developed a keen awareness of customer needs.

My roles involve:

* Being a key team player, and liaising with customers / management
* Having excellent organisational skills and prioritising key tasks.
* Handling money and balancing registers. This is done in conjunction with conversing with customers politely, thereby multi-task efficiently and increasing customer turnover in a shorter amount of time.
* Training new staff members which has enhanced my management skills by adjusting my working style to maximise performance.

**Personal Interests**

I have many interests, one being physically active by regularly attending the gym as I have a keen interest in keeping myself fit and healthy. I have a passion for Cricket so much so that I play for two teams and travel across the North-West each week when playing different teams. Additionally, I am a Family man and believe that any free time should be spent with the elders and siblings by being there for them providing support and companionship.

**REFERENCES**

Available on request.