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Personal statement

I am a self motivated but company orientated person, offer the ability to be very versatile and hands on when needed. I have many years experience at management and supervisory levels and I am more than willing to take on new challenges offered or that I believe would benefit.

Key skills and achievements

Sales

- I have attended functions with the sole intention of procuring work and contracts also exhibiting what we can offer as a company.
- I also quote for all aspects of work which my employers cater for.

People management

- I am responsible for 2 machine crews ensuring efficient and productive work is being carried out also ensuring they are safe in the work and trained to the necessity of the rolls.

Production

- I am responsible for scheduling and monitoring all work carried out our 2 wrapping lines ensuring efficiently and minimal downtime is achieved.

IT

- I have held a senior IT position for my previous employer and currently cover all holiday requirements for our current IT manager.

Engineering

- I am also responsible for maintenance / breakdowns and organising required engineer visits to maintain any and all machinery we use.

Systems used

- MS Excel
- MS Word
- MS Access
- MS Power point
- MS Publisher
- MS Outlook
- Adobe Photo Shop
- Sage (minimal)
- Mail sort software (various)
- De-dupe & PAF software along with MPS/TPS verification (various)
- Multiple ad-hock software (couriers / stock / monitoring etc)

Career summary

Production Manager	2002 - Current	Al Mailing
Multiple Positions (Machine Operator / IT Manager / Senior Inkjet super visor)	1994 – 2002	MacDonald Mailing

Training and qualifications

Level 3 Business Management	2011	Personal (AL Mailing)
Counter balance Fork lift license	2002	AL Mailing
Domino inkjet trained	2004	AL Mailing
Imaje inkjet	1998	MacDonald Mailing

Interests

I have had an interest in photography since a young age and have had photos published in local news papers as well as exhibitions and later published in a book "A year in the life of Faversham".

I enjoy car restoration having completed a full restoration and always working on cars or bikes of some description.

The rest of my time is taken up with my family enjoying weekends with my son and step son and partner.

Referees

David Jones	Dave Godfrey
C/O Beaver Inn	Headley Brothers Ltd
Beaver Road	Invicta Press
Ashford	Queens Road
KENT	Ashford
TN23 7SP	KENT
	TN24 8HH