## CURRICULUM VITÆ

**PERSONAL DETAILS:**

**Name:** Massimo Aufieri

**Date of Birth:**  22 August 1973

**Mobile No.:** 88564571

**RUT:** 48153477-1

**E-mail:** [**aufierim@virgilio.it**](mailto:aufierim@virgilio.it)

**Nationality:** Italian

**LANGUAGES:**

Italian Fluent

English Fluent

Portuguese Basic (Learning)

Spanish Basic (Learning)

**EDUCATION**

Post Higher

**QUALIFICATIONS**

Advanced Levels Certificate Obtained

Italian, Religious Knowledge

Matriculation Secondary Education Certificate Obtained

English Language, Mathematics, Religious Knowledge, Italian, Social Studies, Physics, Commerce, Environmental Studies.

**CAREER SUMMARY**

In 1990, after completing my first year of the City and Guilds course in Electronic Servicing, I applied for a summer job with AEC Ltd. with a view to gain practical experience in my area of study. Due to my abilities in assimilating to the work, I was offered a permanent job with the same company as an assistant technician. A new opportunity arose after a short period of time, and thus I joined Raymond Vella Co. Ltd. as an electrician, later I was appointed as a salesperson and storekeeper. In 1995 I joined Freight Services Ltd. as a custom broker, and as insurance clerk, since Freight Services was the Attard sub-agent of Rausi Insurance Agency Ltd. I was also entrusted with certain administrative responsibilities, doing risk assessments on sites together with taking care of the health and safety of all employees. This motivated me to start a course which lasted six months in which I was awarded a certificate from The Royal Society for the Promotion of Health (U.K). During this period, I worked as a freelancer on risk assessments, Health and Safety of the employees and staff in building sites for JPM bros Developers Ltd and also for other private construction entities. I then was employed with BAS Ltd for a year’s contract as an export clerk. My last employment was with H&S Malta Ltd as coordinator on health, safety, fire prevention and first aid issues, also lecturing employees regarding health and safety procedures.

**EMPLOYEMENT RECORD**

**H&S Malta Ltd. 2009 – to - 2011**

**Position Held - H&S Coordinator**

**Responsibilities** My work with H&S Malta Ltd was dealing with Health and Safety, First Aid, Fire Protection and lecturing on related issues. My role was to coordinate safety matters at occupational sites.

**BAS Ltd 2007 – to – 2008**

**Position Held - Export clerk**

**Responsibilities** My employment with this company was as an export shipping clerk which entailed the logistics for shipments requiring export. My position was to assist the client’s shipment from the request to final proof of delivery at destination. This being, assisting the shipment, customs clearance, Air Waybills and all essential documentation required in my everyday duties.

**Freight Services Limited 1995 – 2007**

**Position Held - Customs broker/administrator**

**Responsibilities** As a customs broker, my work entailed liaising with clients regarding their imports and exports, completing the relevant documentation and ensuring that this was in order prior to shipment. Thereafter, I was also made responsible for maintaining the office accounts, as well as assisting with the sales of insurance policies. On the introduction of the Health and Safety Law, I was appointed the designate person in charge of health and safety for the office.

**Raymond Vella & Company Limited 1991 – 1995**

**Position Held - Electrician/ Storekeeper**

**Responsibilities** On joining this company, I was appointed to one of the teams as an electrician entrusted with carrying out electrical installations from plans, and working to the stringent and exacting standards expected in such an industry. This job also required that we liaised with clients and engineers to meet and discuss variances from plans. Furthermore, I was entrusted with supplies of materials to the various jobs undertaken and coordinating work of my team to meet the set completion deadlines. I was also entrusted with the sales and stores department.

**AEC Co. Limited 1990 – 1991**

**Position Held - Assistant Technician**

**Responsibilities** I originally joined this company as an assistant technician for the summer months. On seeing my potential and ability to assimilate well to the work undertaken, I was offered a full-time job, which work entailed the installation and servicing of various telecommunications and alarm systems.

**CERTIFICATES**

Certificate in Health and Safety at Work by The Royal Society for the Promotion of Health U.K.

Certificate in Social Studies (Occupational Health and Safety) by The University of Malta

Certificate in Health and Safety at Work by The Employment & Training Corporation

Certificate in First Aid By St. John’s Ambulance

Certificate in Freight and Shipping by The Employment & Training Corporation

**OTHER COURSES ATTENDED**

Certificate in Edward de Bono’s Thinking Methods by The Edward de Bono Foundation

Certificate in Sub Agent Course by The Malta International Training Centre

Italian Language and Culture for Call Centre Operators Certificato Di Frequenza

**Alison Diploma:** - Diploma in Psychology Certificate Number:

AC-261-525753

Alison Certificate of Completion Personal Verification Pin Code: YXVm

- Managing Safety and Health in Schools AC-116-525753

- Workstation Ergonomics AC-109-525753

- Behaviour-Based Safety AC-61-525753

- Back Safety AC-62-525753

- Get Safe - Work Safe - Safety and Health for Senior Cycle Students AC-99-525753

- An Introduction to Managing Safety and Health in Schools AC-98-525753

- Microsoft Outlook AC-33-525753

**OTHER INTERESTS**

I am actively researching and improving my knowledge in Health and Safety related matters and upgrades. I like to travel and visit new countries and cultures. Furthermore, I also like to undertake various activities including cooking, gardening, football, swimming and gym.