

Phillip Shellis

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I am a hardworking individual with the skills to display this. I have managed multiple teams including employees and sub contractors. I have proven history in book keeping and working to a schedule. I ensure that all targets and timescales are met and that all budgets are adhered to. I have a 100% attendance record and pride myself on my perfect time keeping.

• *Personal Details*

Date of Birth:

21/09/63

Address:

42 Barker Butts Lane,
Coundon,
CV6 1DT

Status:

In a Relationship

Job Status:

Working

Information:

Full clean driving licence

Freelance Site Managing***2018-Present***

- As per previous duties below.

Active Construction***2014-2018***

- Senior site manager on contracts from £150,000 to £1.5 Million.
- Ensure all sites are running smoothly and to programme.
- Making sure all projects are running in line with the budget.
- Booking in monthly meetings with all the sites and chairing the discussions amongst clients and architects.
- Providing monthly progress reports and statistics.
- Booking in sub contractions when necessary.
- Ensuring all sites are running to HSE standards.

Lend Leasing***2014-2014***

- 2 months defects on Academy school in Birmingham.
- Recalling all subcontractors to take care of the 12 monthly defects.
- Liaising with school managers to ensure that the workers have no adverse impact to the daily running of the school.

Seddons***2012-2013***

- Planned Maintenance ranging from £2,000 to £280,000
- Running a large team.
- Taking care of buildings belonging to Warwickshire Country Council.

***Interclass PLC Site Manager
2008-2012***

- Quantifying and ordering materials.
- Organising labour for employees and sub contractors.
- Arranging meetings with electrical and mechanical sub contractors ensuring all outstanding items are resolved.
- Making sure the projects run as per programme and that all targets, budgets and set times are adhered to.
- Organising high value projects.
- Working on New Builds.
- Full property/building refurbishment.
- Working on important government buildings.
- Monitoring and recording the Health and Safety aspects on site. Ensuring all Health and Safety quotas are met.
- Looking after a team and providing them with all information they require to correctly fore-fill their position.
- Ensuring that all paperwork was recorded and filed in a timely and orderly fashion.
- Ensuring F.10'S, Risk Assessments and Method statements are completed and making sure they comply with H.S.E specifications

***Self Employed Carpenter.
1980-2008***

- Organising finances.
- Locating and completing jobs within a tight deadline.
- Book keeping.
- All aspects of carpentry.

• Skill Summary

Construction Site Manager – Safety Certificate

C.R.B Checked

Qualified First Aider

Pasma Trained (Tower Scaffolds)

Mentor trained in Asbestos Awareness

Mentor trained in Fire Safety Awareness

Speaking, writing and reading Welsh

• References