**Faizal M Patel**

**Home address:**

70 Dodgson Road **Telephone Numbers: 01772 705 556**

Preston **Mobile Number: 07969 807 528**

Lancashire **E-mail Address:** faizalmpatel@outlook.com

PR1 5HN **Driving License:** Full & clean UK license

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**Personal Profile**

I am a hardworking and confident individual, punctual in my work and capable of using my own initiative. I have very good communication and interpersonal skills. I am a self-reliant and honest person who can work as a team and also individually. I am dedicated and have a positive attitude towards all kinds of work. I have got excellent computer skills gained academically and put into practice. I have learned and implemented the use of complex systems such as AutoCAD 2009, CATO, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Project and SAGE line 50. I enjoy taking up new challenges, adapting to changes and working with different people can be considered strengths of mine.

I have exceptional literacy and numerical skills and have a thirst for problem solving. I am calm and positive under pressure, and I can use my initiative. I am friendly, punctual and well-organised individual who has good time management skills. I am enthusiastic and always strive to complete the job at hand fulfilling its aims and objectives and more. Therefore, I think self-motivation is a crucial attribute for all individuals and I can motivate myself at all times. I am multilingual with English, Gujarati and Urdu.

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**Career Aim**

My career aspirations are within the Construction field. I have graduated from University of Central Lancashire in BSc Commercial Management and Quantity Surveying and also have MSc in Construction Project Management. The courses have provided me with the theoretical knowledge and practical experience which I need to succeed. I intend to work hard in all aspects of my work career. I would like to work for a construction company willing to train and provide valuable experience in the construction industry, whilst striving to be a successful ambassador to the trade.

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**Education and Qualifications**

**2010 – 2012** **School of Built and Natural Environment, University of Central Lancashire,**

MSc Construction Project Management (Masters Achieved)

**2007–2010 School of Built and Natural Environment, University of Central Lancashire,**

BSc (Hons) Commercial Management and Quantity Surveying (Degree Achieved)

**2004 -2006 Cardinal Newman College, Preston**

A levels: Law (B), Accounts (C), General Studies (B)

AVCE: Business Studies (B/B)

**1999 - 2004 Fulwood High School, Preston** 10 GCSEs

**­­Experience**

**November 2016 – Present, Lorem Group**

I am currently working as a Development Manager, an independent rehabilitation treatment provider with over 200 clinics operating in the UK.   
  
My role as a Development Manager requires me to build a working relationship with Solicitors, Care Home Manager, School Governors and Supply2Gov representatives. Understanding there requirements, preparing SLA, preparing and reviewing patient/client satisfaction reports, calculating the costs by analysing overheads and where necessary prepare detailed tender for the senior management to analyse.   
  
I have issued various operational changes after examining, evaluating and assessing the impact of potential changes in the market. The operational changes are running smoothly with progress meetings chaired monthly by the executive director and myself with the instructing body. I manage the service provided on a day to day basis by managing live progress, monitoring costs, valuation of completed treatment and notifying the executive director of potential risks. I remain organised daily by prioritising my workload each morning, I remain proactive in managing the instructing bodies expectations and ensuring KPI's are achieved.

**November 2015 - June 2016 - Lorem Group**

My initial role a Lorem Group was a Estate Project Coordinator. My role was to support the commercial team to open new clinics and refurbishing existing sites to the standard required.

I was required to assist the commercial team to complete legal elements of leases and associated documents, prepare PQQ, create schedule of works, conduct tender analysis, appoint contractors in line with JCT Contract, work with specialist consultants, work with PM to produce effective cost management programs and manage variations.

**July 2014 - July 2015, MAC**

Whilst working at MAC Consulting I was responsible for assisting on Pre-contract and Post-contract QS duties for projects executed under JCT Forms of contracts for a range of private and public sector clients on new build and refurbishment projects, restoration of listed buildings and fund monitoring roles, with construction value ranging from £5 million to £15 million.

My role primarily required me to however not limited to assist the senior QS in producing estimates and cost plans at various stages of the RIBA Plan of Works, provide cost advice to clients on different design options, producing tender documentation and managing the tender and negotiation process through to contract execution, compiling contract documentation for execution, complete monthly interim valuations and preparing interim payment certificates, review and negotiating costs for compensation events and prolongation claims from contractors.

**August 2013 – July 2014, IQOR**

I worked for this company on a full time basis. I dealt with customer queries and payments. I worked for the HBoS and provided excellent customer service. This job required me to be very calm and patient due to the high volume of irate customers because of their financial commitments. Taking into account the recession at the moment this job was difficult but I have achieved all the targets that had been set in my one year experience.

**June 2011 - July 2013, Rhodi Group**

Whilst working for Rhodi Group for 24 months, my role was to assist the QS with the day to day construction and upkeep of residential properties and real estate in the North West. This job required me assist the Senior QS to appoint contractors for the conversion of an office block to 81 residential apartments. The role required me to produce programme of works on Microsoft Project and assist the QS in the preparation of cost reports to clients and agreeing final accounts, in cost benchmark reporting, in fund monitoring roles and reconciliation of invoices and carrying out Value Engineering exercises.

My target was to enable the company to complete works effectively on time, on budget and with a quality service to our clients. I managed this by remaining organised daily and using Microsoft Project Management which I learned at university. This software is ideal for the management of any project as it makes you keep on top of quality, time and budget which are essential for project management.

**April 2010 – June 2011, HMRC**

I worked for HMRC as a compliance officer whilst studying, this job was quite demanding, as the Government set compliance targets for the past few fiscal years. The targets allowed me to be organised and plan ahead for present and future discrepancy cases. I organised my time on a daily basis and worked through a personal target and a team target which exceeded the business requirements. The first one hour of the working day I utilised my time by organising, planning and communicating with case clients and team members which made the job easier throughout the day. The whole planning and organising of the team's targets and meetings were co-operated by me alongside the manager and other team members to create effective team collaboration and partnering.

At HMRC, our team consisted of 14 compliance officers, team collaboration and partnering was imperative in order to deal with compliance cases as quickly, accurately and fairly as possible. This required effective teamwork and exceptional communications skills to reach HMRC's compliance targets. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Skills**

**Languages:** Fluent in English, Gujarati, and Urdu.

**Computing:** Qualification in Computer Literacy and Information Technology. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interests and Activities**

I enjoy spending my free time doing a range of activities. I take pleasure in playing a number of different sports especially football. I go to the local leisure centre several times a week to play football and I attend the gym on a regular basis. I am a member of my local youth group called Youth in Action 2007, this is a group which is run by the youth for the youth, so this gives me the chance to make a difference to my community and take share in being part of a big team to deliver events such as, football tournaments, teamwork and leadership residential workshops and BBQ’s.

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**Referees:** Available on request.