Hamiel **Lubin**

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**Experience**

**Brickalyer Supervisor** **01/2020 to 03/2020**

**Murlock Homes**  **Tottenham, London**

* Supervised and coordinated activities of workers engaged in laying bricks and blocks
* Assigned workers to specific duties
* Organised materials as required to construct or repair structures
* Inspect work in progress to determine conformance to specifications
* Train and brief workers on using tools and machinery
* Collaborated closely with manager and client keeping them up to date on progress against scheduled targets
* Asserted control over material usage to keep projects in line with budgetary restrictions
* Implemented onsite safety protocols and procedures and properly trained all team members on such measures, effectively reducing injuries
* Complied with health and safety regulations

**Self Employed Builder** **07/2019 to 01/2020**

**Self Employed** **London , England**

* Diminished costs, reviewed and qualified competitive job bids prior to contract execution
* Maintained safe work environment with zero accidents and lost of work days
* Interfaced with labourers, clients and city councils to ensure projects were done on time
* Led the planning, budgeting and direction of private jobs such as laying patios, vinyl, floor boards, gardening, painting, fencing, brick and block walls and removal services
* Ensured proper, cost effective and safe handling usage of equipment and materials
* Saved money by overseeing cost effective materials and supplies estimates and measurements
* Delivered an exceptional level of service to each customer by listening to concerns and answering questions

**Bricklayer Improver/Hod Carrier** **01/2019 to 08/2019**

**Orchard Brickwork** **Hackney,London**

* Organising work equipment and materials before the start of the day
* Interpreting site plans and drawings to load out masonry structures
* Building plumb corners to the gauge
* Cutting bricks to size
* Building block up to DPC
* Running in bricks and blocks using line
* Read and analyse building plans, check specifications and mark and set out first row of bricks and blocks
* Build structures that are level and calculate the correct angles and determine the horizontal and vertical alignment of course
* Performed general labour functions by cleaning, end-sorting, operating machinery and completing paperwork for proper documentation while following all safety and quality procedures.
* Sustained safety protocols by ensuring proper and safe usage of equipment and materials.
* Setting up and taking down ladders, band stands and other temporary structures
* Reporting to foreman on any anomalies to do with the team and also keeping up with regular updates on progress
* Loading and maintaining bricklayers with HODS of bricks, blocks, wall ties, weep holes or any specialist equipment they may need to start laying
* Communicating effectively with the rest of the team to ensure we're working efficiently
* Cleaning and maintaining of laying areas
* Arranging and storing of equipment and tools

**Builder**  **01/2016 to 12/2018**

**HCC construction** **London, England**

* Mixing plaster, mortar, grout, cement, concrete and screed
* Using spray guns for application of material to ceilings and walls
* Using PVA and adhesive to prepare walls.
* Screed and levelling of floors to prepare for floor boards
* Assisting with laying tiles, ceiling roses, bricks, blocks, patio slabs, covings, flooring and skirting boards.
* Using floats, trowels, screeds or power cement finishing tools to smooth and finish freshly made plaster walls and screed floors
* Operating jack hammers, drills, breakers and other plant machinery.
* Using Clipper saw machine to cut material to accurate size
* Looking after, maintaining and cleaning specialist construction machinery, tools and equipment
* Measuring and estimating building materials
* Loading and unloading of various construction materials and moving them to the destined area
* Performing selected demolition and removal of various surface materials, fixtures and construction debris

**Business and Economic Development Support Officer** **09/2013 to 12/2015**

**London Borough of Enfield** **London, England**

* Handling office equipment following health and safety and manufacturer's guidelines
* Administering calls and emails for the team and department
* Writing and editing professional letters using Microsoft software
* Managing bespoke software and multiple databases to keep track of all inventory
* Overseeing training, supervising and professional growth to trainee staff
* Professionally liaising with business clients both internally and externally keeping up good customer relations
* Organising and managing job fairs
* Organising and hosting delegations from international clients
* Utilised strong leadership and administrative abilities to maintain smooth office operations
* Responding to issues from internal staff, outside departments and clients in order to complete relevant research and implementing successful problem resolutions
* Delivering an exceptional level of service to each customer by listening to concerns and answering questions
* Handling and distributing all incoming and outgoing post
* Investigating issues and problems and drafted responses to urgent requests
* Wrote and distributed meeting minutes to appropriate individuals
* Kept executives up to date on changing business information by documenting meetings, tracking documentation and collecting team data
* Supervising executive and management calendars while allocating tasks to administrative support team for smooth operational flow
* Scheduled and planned strategic board meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations
* Collaborating with other administrative team members, human resources, finance department and marketing department on special projects and events

**Admin Clerical Assistant** **09/2012 to 09/2013**

**London Borough of Enfield** **London, England**

* Made copies, sent faxes and handled all incoming and outgoing correspondence.
* Maintained and reserved executive conference room calendar.
* Verified and logged in deadlines for responding to daily inquiries.
* Increased meeting efficiency by developing agendas to maintain flow.
* Coordinated daily and weekly schedules and monthly calendar obligations for a team of nine for the Revenues and Benefits Team.
* Efficiently scheduled meetings and appointments.
* Compiled and uploaded files into the records management system.
* Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
* Organised files, developed spreadsheets, faxed reports and scanned documents, maintaining front desk and reception area in tidy fashion.

**Admin Support (Overpayments Team)** **09/2011 to 09/2012**

**London Borough of Enfield** **London, England**

* Making and receiving phone calls to clients including the Department for Work and Pensions
* Using occupational health and safety guidelines when working at a workstation
* Managing own performance in a business environment
* Improving own performance in a business environment
* Communicating effectively in a business environment
* Working with managers, directors and senior officers effectively
* Producing high quality and attractive professional documents
* Using a variety of office equipment whilst following manufacturer's and organisational guidelines
* Using complex internal system computers and software applications to carry out appropriate data processing

**Key Skills**

|  |  |
| --- | --- |
| * Microsoft Office proficiency * Excel spreadsheets * Customer service orientation * Office equipment operations * Adept to Technology * Multitasking and prioritisation * Detailed meeting minutes * Organisation and efficiency * Scheduling, mail, calendar and diary management * Working on own initiative * Database entry and document management * Strategic Planning | * Professionalism * Excellent written and oral communication * Generating Invoices and purchase orders * Team Working * Resourceful * Public relations * Problem solving * Attentive * Project support * Self-motivated * Professional telephone manner |

**Education**

**Diploma of Higher Education**: **Level 2 Diploma in Bricklaying (City and Guilds)** **2019**

College of North West London London

**NVQ Level 3**: **Diploma in Business and Administration**  **2013**

Enfield Training Services London

**Higher National Diploma**: **BTEC National Diploma in Applied Sciences - Merit,Merit,Pass** **2009**

Haringey Sixth Form Centre London

**GCSE** **2007**

St. Thomas More R.C. School London

BTEC First Certificate in Business Studies - Pass

Sociology - C

Religious Studies - C

Maths - C

English C

History - C

Double Sciences - CC

**Accomplishments**

* I have hosted and facilitated Chinese delegates from the Chinese province of Xinxiang in issues of employment.
* I have successfully organised, facilitated and managed community job fairs to assist with reducing unemployment working with influential groups, leaders, cabinet members and businesses.
* I have built and nurtured key relationships to grow into tackling agendas on unemployment and routes to work.
* I have advanced from being an Apprentice, learning business administration in a working business environment, to securing a permanent role within 3 months (the quickest an apprentice had done before), and moved up a pay grade every year until I left.
* Running my own self employed business, I had to manage everything from handling customers calls and emails, drafting up accurate quotes for customers, invoicing and handling all finance.

**References**

Available on request