|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| mark antony Kinnear  |  | | --- | | eMAIL: mrkkinnear623@gmail.comcELL nUMBER: +2784 955 5649 | | id nUMBER: 7401125252182aDDRESS: 5 gRENVILLE pLACE, 11 lE rOUX aVENUE, gLENANDA, 2091South Africa | |  | |  | |  | |  | |  | | Objective I believe long terms goals are achieved when we break them into smaller achievable goals. My short term goal is to get a job in an organization that is progressive and performance driven. | | Skills I am detail orientated and methodical. I think off the cuff in tight situations and have excellent problem solving skills. Trustworthy and Transparent | |

|  |
| --- |
| EXPERIENCE**GENERAL MANAGER & HOD OF PROJECTS – BLUCHIP RETAIL SOLUTIONS**September 2011 – March 2018Key responsibilities – General Manager: Oversee staff morale  I was the go to person on all general matters relating to day to day operations, equipment requirements and leave applications. Oversee and sign off all Managers expense accounts on a monthly basis.  General maintenance and repairs of office and surrounding areas.  General maintenance and repairs of four manufacturing factories, administration block and surrounding areas of which the factories include, wood, steel, glass and signage  Interdepartmental communication and coherence Key responsibilities – HOD of Projects Oversee the project managers, concept design studio, industrial design studio and factory managers of all 4 factories  Project planning around clients key deliverable dates  Manufacturing timelines per project against existing projects in production  Bill of materials per element required per project  Booking of logistics around clients key deliverable dates  Oversee Project Managers project completion recons  Oversee Project Managers expense accounts on a monthly bases **Special projects coordinator – greensky brand architects**March 2009 – August 2011Key responsibilities: Oversee manufacturing of Show Stands  Bill of Materials breakdown per stand and checking cost effectiveness of all projects  Procure all components and materials required  Setup and Logistics for Show Stand implementation **Procurement Manager – manmade studios**March 2006 – February 2011Key responsibilities: Oversee all manufacturing requirements from stores and replenish stocks  Costing assessments on actual cost versus sales price  Oversee Manufacturing and installation of units on site and in stores **salesman – equipment parts & Engines**February 2001 – February 2006Key responsibilities: Sales of earth moving equipment spare parts  Sourcing of new clients  Overseeing the stores **Storeman / Driver – sappi global**January 1995 – January 2001Key responsibilities: Receiving of operational spares in the Johannesburg office  Completing of manifest and cross border documentation  Driving urgent spares cross country into Swaziland |
| EducationDiploma in warehouse and stocks – JCE Newport UniversityBENONI TECHNICAL COLLEGE – N2 / N3 / N4 – Technical Drawing |
| LEADERSHIP |

Moving a 5000sqm manufacturing factory and setting it up, into a 40 000sqm factory in six months.

Implementation of a full projects costing system including procurement, logistics and project completion recons.

Implementation of job card system for tracking and control.

Sharing of knowledge & skills with fellow colleagues for the greater good.

Key knowledge of company operations

Implementation of Job Descriptions and staff valuation reports.