

## **Kay Woods, General Manager**

31 Long Meadows, Chorley, Lancs, PR7 2YA (07590263002)

### Profile

I am a very organised motivated person who works well individually or as part of a team. Is able to prioritise my own work load effectively and efficiently or take instruction on what is needed/required by another member of staff. I am very particular person in my work and take excessive pride in it being done correctly the first time.

### Employment History

MDH Recycling/MDH Readymix Ltd – July 2015 – March 2024

In my position as general manager I undertook all duties for both companies at it peak I was looking after 100 staff on businesses which where turning over in excess of 7 million combined in which I dealt with customers such as Balfour Beatty, Cadent Gas down to Joe Blog's the bricky. Some of my roles are listed below:

- commercial manager
- Transport manager (Have completed 3 different companies FORS audits single handed to Bronze level)
- HR
- Health & Safety (NEBOSH Construction achieved in 2017)
- Payroll/Pensions
- First point of contact for all customers/suppliers for both companies
- Sales/Purchase ledger/Month End
- VAT returns prepared and submitted
- Confident with using Xero/Quickbooks
- Dealt with all aspects of insurance from quotes to dealing with accidents

Johnson Plant Hire – 2012 – June 2015

My position here was hire controller in a small family run business, my roles included:

- First point of contact for customer with any hire requests/breakdowns/queries
- Purchase/Sales Ledgers/Month end



CPD – 2009 – 2012

In my position at this firm I was Hire Desk Controller I worked very closely with the Service Manager:

- First point of contact for customers requiring the hire of a bin wagon
- Produced invoices for hire of wagons/damage repair for customers own wagons
- After approx. 1 year in this role the Service Manager left the company and I was given his role to take as well as my own so there was no need for re-employment

## Education

Wigan & Leigh College – Sept 1999 – July 2001

A Levels

Biology

Chemistry

Maths

Albany High School

GCSEs

8 achieved B-C Grades

## References

Upon Request