

# SULEMAN PATEL

—  
Customer Service,  
Maintenance  
Management and  
Building Surveying  
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☎ 07393024204

📄 24 Greenhead Ave,  
Blackburn, Lancashire,  
BB1 5PR, England

✉ Suleman-  
Patel@hotmail.com  
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## Professional Skills:

Problem Solving

Time management

Excellent Communicator

Good team member

Enthusiastic

Punctual

Hardworking

Strategic Planner

Patient

Confident

## PROFESSIONAL PROFILE

Whether the role requires me to be a leader or a team member, I'm always ready to adapt to whatever task or situation I get into and that's what makes me a good team member. I'm always ready and respectful, coming from a hardworking background, I'm never distracted when a task is ahead of me and I'm willing to make changes for the people around me. My experiences in life and the working environment have moulded me into the easily adaptable person I am and regardless of the pressure that surrounds me I am both willing and capable of getting tasks done no matter the level of difficulty, which is what makes me a crucial component in the working environment!

## EDUCATION

### GCSE

Pleckgate High School



Mathematics (6), English Literature (5), English Language (5), Biology (5), Chemistry (5), Physics (5), Religious Studies (5).

Achieved 7 GCSEs between 9-4

### A LEVEL

Blackburn College (2018-20)



Mathematics, Chemistry, Sociology.

Achieved 3 A-Levels between A\*-E

Through studying Mathematics at this level, it has allowed me to refine my problem-solving skills along with solving them independently. I have learnt the basis of critical thinking and thinking outside the box.

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### Additional Achievements:

BCS Level 2 ECDL IT  
Application skills (QCF),  
achieved 'BCS Merit'.

Qualification showcases I  
am completely IT literate  
on all softwares including  
Microsoft Word, Excel,  
PowerPoint, Project.

UK manual Driving  
License.

Full, clean UK driving  
license held for 2+ years.

Fully AutoCAD literate.

Ranked top 20 for  
Pleckgate high school  
total progress from year 7  
to year 11.

St John Ambulance  
Training certificate,  
attended a course in  
'First aid – resuscitation'

Student Membership for  
RICS.

Studying Chemistry at this level has allowed me to understand chemical equations and the ability to find why and how different components yield one result. This has taught me that although one outcome, being successful comes from the addition of many different qualities put together.

Sociology has widened my view on how society is one body and the study on societal behaviours and mannerisms. This has widened my view on interacting with people and how everyone reacts differently in certain situations which needs to be accounted for in the workplace.

### **BSc (Hons) in Building Surveying (RICS-accredited)**

University of Central Lancashire (2020-24)

Awarded a (2:1) classification

Key modules:



Professional Practice 2 – Catching the know-hows for using AutoCAD efficiently.

Production Economics – Tendering estimate prices for hourly rates, materials, and time.

Professional Practice 3 – Understanding surveying by building the foundation for topics like sulphate attack, Carbonation, Capillary rise in walls and thermography.

Maintenance Management – Understanding further surveying key topics like maintenance strategies, survey reports, Asbestos management, legionella, and damp.

Building Conservation – Learning how different structures are conserved and managed in different ways dependant on the material and age of the structure.

Dissertation- My dissertation was titled “Navigating Regulatory Evolution: Challenges in Adapting Stadia to Current and Future Standards.” This dissertation was aimed at challenges with evolving regulations, in which understanding and dealing with regulations is another vital key for a Building Surveyor.

### Interests:

Playing football weekly  
with local teams

—

Competitive Arm-  
wrestling

—

Amateur boxer - spent  
most of my childhood  
learning the sport of  
boxing.

—

One time competitor in a  
Blackburn based  
weightlifting competition  
at age 18.

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## **EXPERIENCE**

### **Assistant Facilities Maintenance Surveyor**

Jenny Lloyd Ltd. (2020-21)

Dealing with any physical building issue in the business office regarding maintenance.

The choice of maintenance was reactive maintenance for this companies' office. Any time there was an issue regarding services or facilities, I was an assistant to a facilities surveyor and aided them in any duty. This environment was an enhancer for my studies at the time as I was able to apply my current education to situations along with learning real life maintenance.

### **Customer Service and Sales**

**Staysure**<sup>™</sup>

Staysure (2021-22)

Answering inbound calls in which customers had questions about travel insurance, dealing with complaints and making the sale along with forwarding information to relevant work members to ensure organisation.

With COVID-19 being a tough time for customers, they had many complaints, through working in an environment like this it has taught me how to work under pressure, have personal organization with every call, and having the ability to talk confidently and improve my communication skills which is essential in the workspace.

### **Amazon Flex Delivery Driver**

**amazon**

Amazon (2022)

Delivering parcels for the Amazon warehouse based in Leyland at the busy time of Christmas.

With Christmas being a busy time, I independently delivered multiple hundreds of parcels via Amazon flex and enhanced my confidence and independence along with working under time restrictions.

**(ALL REFERENCES AVAILABLE ON REQUEST)**