

**Clifford**

[**Clifford.364381@2freemail.com**](mailto:Clifford.364381@2freemail.com)

***PERSONAL***

**Nationality:** Jamaica

***Objective:***

Experienced Manager/Wood Work Technician, Creative and talented Carpenter, Carver, is looking for a better opportunity to work in a growing institution whereby my knowledge and skills can be utilized in meeting its goals and objectives.

***ACHIEVEMENTS***

**Successfully managed various types of carpentry and interior fit-out projects, on time and within budget, including: hotels, villas, mosques, schools, and commercial such as offices, stores, restaurant and coffee shops.**

**A few examples of completed Projects**

* **A 115 room hotel in Hargesia, Somarlia, including the restaurants, kitchen, dining, and reception areas.**
* **Café Barbera at Uptown Mirdif Mall in Dubai, Paul Café Dubai Mall, Virgin Mega Store MOE.**
* **The Cobbler Shoe Shop, Galleria Mall, AL Maryah Island in Abu Dhabi**
* **Villas in Al Falah, Mohammed Bin Zayed City, Sun Tower Apartment in Abu Dhabi**
* **Office Fit-out: Al Fawanya, Sky Tower, Al Reem Island in Abu Dhabi**
* **Mosque in Abu Dhabi: Doors. Lectern, Holy Quran Shelf units, Mashrabiyas**

***Other Achievements***

* **Increased staff productivity and moral by conducting training programs which improved their skill levels.**
* **Increased the companies’ chances of getting projects by preparing on time and accurate costing for projects.**
* **Increased customer satisfaction by taking personal interest in customer’s needs and ensuring that their requirements are met within a specified time.**
* **Played key role on team that successfully achieved ISO 9001 certification.**
* **Reduce staff turn over by applying people oriented management in which all workers are made to feel that they are special and vital to the success of the company.**
* **Increased company’s profitability by negotiating with suppliers for lower prices and longer payment periods.**
* **Increased efficiency and maximized the use of work space by implementing the 5S System which involves the elimination of unused items, organized and store used items and maintain an orderly, safe and clean work area.**
* **Determined project scope and collaborated with team members to develop project plans, schedules and budgets up to 1 million Dirham.**
* **Assisted in the preparation of 13 million Dirham quotation for the Abu Dhabi Airport, Mid Field Terminal Project,**

***EXPERIENCE (OVER 20 YEARS)***

**Factory Foreman: Fine Edge Décor, October 2015 - now**

**Factory/Production Manager: Master Top Furniture Factory & Décor,** January 2015 – September 2015

**Production/Project Manager: At Indoors Furniture & Interior Design,** December 2012 - June 2014

**Manager: Self Employed** May 2012 - November 2012 (London)

**Production Supervisor: At Osbourne Furniture EST. LTD,** April 2011 - May 2012

**General/Project Manager: At Creative Dimensions,** May 2007 - April 2012

**Supervisor: At Caribbean Wood Craft,** August 1997 - February 2007

**Assist Supervisor, Wings of Life Furniture Company,** April 1992 - January 1997

* Liaising with managers, clients and suppliers
* Developed and executed production schedules based on business demands.
* Prepared quotations
* Ensured that production was cost effective, on time and of good quality
* *Prepared cutting lists*
* Managed human and material resources
* Monitored product standard and quality control program
* Coordinated the selection and maintenance of equipment
* Ensured that health and safety standards were being followed
* Conducted training programs
* Maximized effectiveness of production team, equipment and materials to produce multi-line products within planned schedules while reducing costs.
* Integrated and developed new team members.
* Coordinated the design and production of custom made carved furniture.
* Managed a team of over one hundred fifty workers. Including the following designations: engineers, carpenters, painters, upholsterers, welders, CNC operators, carvers, drivers, electricians, and acrylic fabricators.

***EDUCATION***

**Diploma: Manufacturing and Production Design, Alison Institute, UK, Completion Date:** June 2013

**Diploma: Project Management Alison Institute, UK, in progress**

**Certificate: Management & Leadership**West Indies College (N.C.U.) **Completion Date:**August 1988

***CERTIFICATES***

**Cabinet Making & Wood Crafting,** **Wings of Life (**Through training & apprenticeship) **Completion Date:** June 1983

**Abrasives (Training),** 3M Abrasive Division Kingston**, Date Attended:**November 2005

**Public speaking,** EJC, **Completion Date**: December 1995

***TECHNICAL SKILLS***

* Microsoft Word, Excel, PowerPoint, AutoCAD
* Thorough knowledge of safety standards and compliance
* Thorough knowledge of quality standards and systems
* In-depth knowledge of Lean Manufacturing and Six Sigma techniques.
* Knowledge of business and management principles involved in planning and resource management.

**Language:**

* English: Fluent in speaking and writing.
* Arabic: Beginner
* Hindi: Beginner

***HOBBIES and INTERESTS***

**Meeting and interacting with people, Reading, Playing Football.**