

# SHAUN NEAL

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## PROFILE

Hello, I am an experienced manager having worked in Office, warehousing, distribution, factory and retail environments. I have spent a lot of my time "in the office" acquiring lots of admin and regulatory experience. Being organised, disciplined and self-motivated with a roll up sleeves and get on attitude. Working under pressure to achieve targeted results. Being commercially aware considering cost management versus customer service skills, keeping stock control in line with required levels, while always remaining energetic and driven with a desire to achieve results. While taking the time to build relationships and listen to all ideas.

Please do not consider this CV an exhaustive list of my skills more a summary

## KEY SKILLS AND PERSONAL QUALITIES

- Team Leader and Staff Management
  - Office and Project Management
  - Transport and Fleet Management
  - Warehouse setup and management.
  - Communication and interpersonal skills.
  - Management style – systems creation and operation, KPI's, Staff training and awareness.
- Business Development and Planning.  
Government legislation and compliance  
IT skills Variety of applications  
Full Driving Licence ( automatic)  
Organisation, planning experience

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## RECENT CHALLENGES AND EXPERIENCE

During my last fulltime role I have taken the opportunity enhance and improve my IT skills. Having been involved with businesses for many years, helping them with their IT needs and advice, I have taken on and completed several small projects to supply solutions. From creating daily, weekly and monthly planners, to creating a directory lister that sorts all files into separate sheets by filetype.

My most recent employment was a new challenge I took over control of a B2B network and local poster advertising setup. Along with a varied social media and promotion base. Liaising with businesses and officials to achieve combined success..

In order to bring my educational standards up to date in the period during my last role ended I have completed several courses, I have obtained City and Guilds, Level 1 in Data Management Software, Level 1 in IT Software fundamentals and Level 2 Spreadsheet Software. I have also renewed in March 2015 my level 2 Health and Safety in the workplace certificate (CIEH) (QCF) and my level 2 Emergency First Aid at Work certificate (CIEH) (QCF).

I completed a 10 week NOCN level 1 Course for Certification in progression (QCF). Achieving full level one passes in all 6 main modules. In conjunction with this I achieved Certificate for EMPLOYABILITY level one.

## CAREER HISTORY/ACHIEVEMENTS

### **Personal Assistant / project manager Mr J Reymond (wommpomm.com) 2015 June-May 2016**

To assist in day to day business operations and social networking with employer. To manage and oversee the Harwich B2B network and poster campaign growing the project to include approaching 100 local businesses, including out promotion and brand creation for town, including securing official European Debate for town. Proactive membership of UKBC business network, working with other business, business men and interested parties in East Anglia. Planning and organising Events and social media filming occasions. Management of in house print shop and vinyl cutting equipment and sourcing tech and other components. Creating future projects and draft plans from advertising design to actual product sourcing. Employment ended owing to sudden death of employer.

**Warehouse Manager / project manager**      **Surya foods**      **2014 April-November**  
Goods in and warehouse manager, tasked with day to day receiving of goods in, managing the team and the warehouse. Reorganisation of the facility incorporating a computerised WMS (warehouse management system). Also dealing with the departure of and arrival of a new operations manager in the organisation. Successful training of staff, Project ended. During the project I was also responsible for presentations to senior management on progress and liaising and helping with training of my team as well as other departments. Setting up detailed procedures to assist in production of KPI figures. Establishing ability to forecast future needs along with analysing previous data, for trends, needs and efficiencies.

**Site Administrator**      **NZBgrabit (Part Time)**      **2012-present**  
Senior Manager responsible for day today activity on the site, this includes managing all staff from selection to everyday roles. Dealing with all customer relations and enquiries, including new customer acquisitions and retention. Idea generation for community participation and to keep customers coming back regularly.

**General Manager**      **Harwich Reclaim/Clothing Recycling Ltd**      **1995 – end 2012**  
Responsible for managing a start up company recycling cardboard. This grew to incorporate scrap metals and textile recycling. Eventually, established own sorting factory for the textiles and began exporting around the world. Employed up to 50 people and had a joint turnover of over £1Million from just used clothing. Managed the entire operation, and responsible for securing contracts, office administration, finances, health and safety, payroll, legal and official regulations and licensing.

Included in this time from 1999 to 2007 I was also responsible for full day to day management of a one acre garden centre Riverside Products based in Harwich Essex. This was a manufacturing and retail garden centre with a staff of over 10 people. Involving direct retailing to public and wholesale trade supplies.

<b>Business Development Manager</b>	<b>Unidrinks Soft Drinks.</b>	<b>1992 - 1995</b>
<b>Regional Rounds Manager</b>	<b>Corona Soft Drinks</b>	<b>1990 - 1992</b>
<b>Merchandise &amp; Gift Shop Manager</b>	<b>Colchester Zoo</b>	<b>1986 - 1988</b>
<b>Banking/Customer Service Asst.</b>	<b>Barclays Bank PLC</b>	<b>1984 – 1986</b>

#### TRAINING/EDUCATION

- Goods Vehicle Operator's Licence
- Waste Management Licence. And Authorised Scrap Metal Dealers Licence.
- Health and Safety & Fire Risk Assessments.
- Fork Lift Truck Licence. (non transferable licence)
- Hiab Crane Operator Certificate. ( non transferable licence)
- 4 GCE O Levels/CSE Grade 1: Mathematics, English, Computer Studies, General Sciences.

#### INTERESTS AND HOBBIES

Computers and gadgets, I love anything tech related and spend lots of time learning how to use them.

My recent employment set some challenges that I want to still learn more about, actively doing so'

I enjoy TV and Films, plus I am an avid Music fan and collector- having once been an amateur DJ.

I am also a member of my local community group, involving clean up days and looking out for other members of community, we help each other look after pets, shopping, and anything if needed to help. This not only improves the local environment but also keeps it safer.

#### REFERENCES

Last employer is unavailable for reference due to sudden death previous employer Mr Trevor Manville operations/projects manager. [trevor.manville@suryafoods.com](mailto:trevor.manville@suryafoods.com) I can of course also provide Personal References.

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