

CONSTANTIN GRIGORE

MAINTENANCE ADMINISTRATOR

ABOUT

I am an organised and experienced Maintenance Manager with a background in retail and warehouse administration, whilst working with different suppliers and managing teams.

CONTACT

+44 7426 922 976
goretex2207@gmail.com

EDUCATION

CERTHE SKILLS FOR THE
WORKPLACE
UWTSD | 2020 - Present

FABRICATION & WELDING
DIPLOMA
Ioan Racovita | 1990 - 1995
High school diploma

PROFESSIONAL SKILLS AND QUALIFICATIONS

- Fork Lift Truck licence
- Facilities machines and equipment knowledge
- Plumbing, carpentry, plastering, fitting doors/windows and electrical systems knowledge
- Customer service

PERSONAL SKILLS

- Highly adaptable
- Reliable and professional
- Organised
- Time management
- Team player
- Fast learner
- Motivated
- Problem-solver
- Leadership abilities

LANGUAGES

- ENGLISH
Upper intermediate proficiency
- ROMANIAN
Native proficiency

WORK EXPERIENCE

MAINTENANCE ADMINISTRATOR
Fyffes | 2016 - Present

- Developed maintenance procedures and ensuring implementation
- Plan all installation, repair and upkeep operations of the company's facilities
- Allocated workload and supervised upkeep staff
- Managed relationships with contractors and service providers
- Monitored equipment inventory
- Monitored expenses and controlled the budget for maintenance
- Ensured health and safety policies are complied with
- Ordered supplies and equipment as needed
- Performed maintenance checks on a weekly or monthly basis
- Identified mechanical problems and found methods to correct them
- Checked electrical and hydraulic systems of buildings to ensure functionality
- Kept maintenance logs and reported on daily activities

SUPERMARKET STORE ASSISTANT
Carrefour Romania | Jan 2008 - Mar 2016

- Took note of which stock needs replacing
- Removed goods from the shelves which were past their sell-by date
- Stacked the shelves and display areas, including fridges and freezers
- Made sure that stock was rotated — put goods with the earliest sell-by dates to the front
- Made sure that fridges and freezers were at the correct temperature
- Cleaned the shelves and kept stock neat and tidy
- Helped customers with any queries, including showing them where items were
- Helped out on the checkouts when needed