



JASON DAVIS

[Redacted]

Address

Phone number

[Redacted]

[Redacted]

PROFILE

I am a conscientious, motivated, Trade Tested electrician. I have 13 years experience as Operations Manager in Retail and 8 years experience as Maintenance Manager in Hospitality.

SKILLS

- ✓ Fire Fighting and First Aid level 2.
- ✓ Planned/preventative/emergency maintenance and inspection of buildings.
- ✓ Technical budgeting for all aspects of building expenditure.
- ✓ Report on and manage service providers and suppliers.
- ✓ Manage complaints/queries from tenants/customers/guests.
- ✓ Sound knowledge of financial and accounting systems.
- ✓ Manage tenant installations/refurbishments.
- ✓ Ensure statutory compliance of buildings.
- ✓ Process invoices for maintenance/service providers/suppliers.
- ✓ Health and Safety inspections and compliance.
- ✓ Fire and evacuation inspections and drills.

PERSONALITY

- ✓ Communicative
- ✓ Punctual
- ✓ Cooperative
- ✓ Organized
- ✓ Approachable
- ✓ Competitive
- ✓ Charismatic
- ✓ Confident
- ✓ Courteous
- ✓ Determined
- ✓ Focused

REFERENCES

[Redacted]

EDUCATION

Matriculated at George Campbell Technical High School, Durban. Passed N4. Served a 4 year electrical apprenticeship and passed Trade Test (certificates attached).

EXPERIENCE

11.2004 - 11.2017

[Redacted]

Operations Manager

Implement and report on planned/preventative/emergency maintenance and inspection of buildings. Handled technical budgeting process of all life cycle planning and preventative maintenance plans.

Co-ordinate and report on service level agreements and ensure smooth operation of all service functions and service providers.

Handle all tenant queries and complaints.

Build relations at all levels.

Ensure statutory compliance of buildings at all times.

Process invoices for maintenance, service providers and suppliers.

Fire and evacuation planning, inspection and drills.

Health and Safety inspections and compliance.

Report on and manage on site staff, service providers and suppliers.

Technical budgeting for all aspects of building expenditure.

Manage tenant installations and refurbishments.

04.1996 - 10.2004

[Redacted]

Electrician/Assistant Maintenance Manager

Manage Holicare team and guests complaints for 400 rooms. Manage all plant, machinery and A/C units. Preventative maintenance on all plant and machinery. Manage all electrical purchasing and department. Stand-by call out every second week. Running maintenance department in absence of Maintenance Manager.

01.1992 - 03.1996

[Redacted]

Apprentice Electrician

All electrical breakdowns and maintenance in a large factory.

HOBBY

Rugby: I am a member of Durban Metropolitan Police Rugby Club, and am a certified IRB Level 2 coach.