

Andrew Simon Alves

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Personal profile

I'm self-motivated, hardworking, and an enthusiastic individual with a competent attitude towards information and technology who possesses the ability to motivate individuals around them and help aid in achieving optimal potential within a team or singular tasks. I have the ability to work under pressure, make crucial decisions, explore new technologies and achieve resolution in both a formal and informal capacity. I am keen to learn new skills and gain new experiences. I believe that I could be an asset to this company. I have a passion for IT systems and the ability to adapt and keep up to date with modern technologies and love to travel all over the world. Also I am very passionate about property development and investment. I'm versatile and always willing to try new ventures of work to gain knowledge and experience in different sectors.

Work Experience

Serco, Environmental Manager (Tupe from Veolia) (30th March 2020- October 23rd 2020)

- Responsible for the day to day operational and managerial functions required to operate the service effectively and safely.
- Lead front line foremen and operatives to contribute towards the achievement of company goals and objectives, and the delivery of high quality services to local authorities and their residents.
- Act as the main liaison with the local authorities and its residents to improve satisfaction levels with the service, whilst focusing on the Health and Safety of both the operatives and the general public.
- Responsible for monitoring and management of budget to ensure it is met and rationalised, including maximising productivity and cost control.
- Supporting and implementing a health and wellbeing culture that improves productivity and reduces lost work hours due to sickness, accidents or injury.

Veolia, Environmental Manager (13th August 2018- 27th March 2020)

- Responsible for the day to day operational and managerial functions required to operate the service effectively and safely.
- Lead front line foremen and operatives to contribute towards the achievement of company goals and objectives, and the delivery of high quality services to local authorities and their residents.
- Act as the main liaison with the local authorities and its residents to improve satisfaction levels with the service, whilst focusing on the Health and Safety of both the operatives and the general public.
- Responsible for monitoring and management of budget to ensure it is met and rationalised, including maximising productivity and cost control.
- Supporting and implementing a health and wellbeing culture that improves productivity and reduces lost work hours due to sickness, accidents or injury.

Veolia, Administrator (21st September 2016 - 12th August 2018)

- Working in a team and organising round sheets and daily rectifications.
- Performing entries, updates and amendments via Contender, and Echo.
- Dealing with clients and stakeholders in a customer service capacity.

Cue Personnel , Driver for Veolia (Lambeth/Night Service) (May 2015 – September 2016)

- Driving and RCV to collect refuse, recycling and fly-tipped items.
- Daily vehicular inspections to adhere to the necessary Health and Safety requirements.
- Active involvement in clean ups and joint community engagement events such as Brixton Splash and New Year's Eve celebrations.

Cue Personnel , Loader Veolia (Lambeth/Night Service) (December 2010 – May 2015)

- *Collection of waste/fly-tip within the Lambeth Council roads.*
- *Co-operating within H&S rules and incident/accident and near-miss report.*
- *Follow managerial instruction, understanding recycling/commercial and residential waste.*
- *Ongoing fly-tip report within the round.*

Key Achievements/Skills

- Four years of experience within environmental waste minimisation, sustainability and municipal services including (but not limited to);
 - i. Being CPC trained
 - ii. HGV Class 2
 - iii. Advanced level MS Office end user, and G-suite.
 - iv. Advanced level Contender end user
 - v. Beginner/intermediate knowledge of Swift DataPro Query Builder
 - vi. Intermediate Level with SAP NetWeaver.
 - vii. Advanced Level on Echo end user.
- Fluent verbal and literary communication in English, Portuguese and Spanish.
- Experience within social communication and mentorship as a student ambassador at Carshalton College.
- Organisational skills regarding both physical and digital document handling and awareness of Data Protection Act (1990).
- Teamwork and basic management experience.

- Driving Assessor Certificate

- GDPR Trained

- *Whitespace trained*

Education

6 GCSEs A*to E

BTEC Edexcel Level 2 SPORT Science – PASS

City & Guilds Level 2 English PASS

BTEC Edexcel Level 2 MEDIA Studies – PASS

City & Guilds Level 2 Maths PASS

BTEC Edexcel Level 2 ICT Practitioners – PASS

Edexcel ADULT Literacy Level 1 – PASS

References

Available on request