

AVTAR SINGH

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PROFILE

A highly motivated and results driven Construction Project Manager with extensive experience in effectively managing various retail schemes and fit out projects, looking for the next challenge. Exposure to senior levels of responsibility together with management demands resulting in the successful completion of complex projects. An effective communicator with a high level of integrity, strong leadership and strategic planning skills.

KEY SKILLS

- Autodesk Revit
- Autodesk CAD
- Adobe Photoshop
- Project Management
- Planning & Time Management
- Resource Management
- Financial & Budget Management
- Delegation & Motivation
- Risk Management
- Commercial Awareness
- Space Planning

EMPLOYMENT

Project Manager

December 2022 to Present

Hormann UK

Manage and design from order receipt to handover training to end user clients. Effective communication with the project design teams, including main contractor, architect, steel contractor and other relevant trades. Raise factory product orders to meet agreed installation dates utilising in-house software. Liaising with the installation team to coordinate deliveries from the factory to site ready for installation. Identifying risk and other project challenges, during the course of the project. Visit sites during the installation period and oversee final installations are completed to a very high standard. Maintaining existing and developing new client relationships. Negotiate project terms and conditions with clients, and investigate/resolve contractual issues and disputes. Liaise with Hormann subsidiaries within Europe. Manage BIM implementation within specific project requirements.

Key Achievements:

- Winvic- Prologis - Dirft III DC4 Daventry –£170k
- BDB Design - JLR – Sheffield - £17k
- MCS- Panattoni - Alchemy Park - £58k
- Readie - G Park - Willen House - £114k

Senior Store Designer / Project Manager

September 2018 to August 2020 (Redundancy)

FoodCo UK LLP

Implementation of Revit system with bespoke Revit families for the Muffin Break and Jamaica Blue design concepts. This included all white goods, joinery, metalwork, furniture and finishes. Creating product / material libraries for scheduling. Working with key stakeholders within the business including Head of Property, National Operations Manager and MD. Projects developed from inception to launch from initial site visit and survey to full design package using Revit. Issuing and reviewing tender documentation along with a detailed design pack to our contractors, building control and Landlord design team. Ensuring projects are completed on time and within budget whilst being flexible to the needs of the business and incorporating the latest design ideas. Adhering to statutory regulations, CDM 2015, Building Regs, HSE guidelines etc. Knowledge of legislation and British Standard Codes of Practice governing building work, workplace regulations, Fire Precaution and Town and Planning Acts.

Key Achievements:

- Muffin Break - Colchester-£262k
- Muffin Break – Bexleyheath - £278k
- Muffin Break – Poole –£221k
- Muffin Break – Hemel Hempstead Relocate - £61k
- Muffin Break – Hastings – £269k
- Muffin Break – Luton Refit -£52k
- Muffin Break – Aberdeen Refit - £133k
- Jamaica Blue – Next Junc 9 – £175k
- Jamaica Blue – Telford SC - £321k
- Jamaica Blue – Eastbourne - £306k

**Construction Project Manager,
Shopfitting Dept. Next Retail Ltd
North Region & Outlet Stores
Midlands Region**

February 2011 to August 2018 (Redundancy)

**February 2017 to August 2018
February 2011 to January 2017**

Working closely with the Property Department, Sales Team, other key stakeholders within the business and liaise with Landlords and external developers prior to commencement on site. Providing accurate costs, initiating site works for refits and new stores, ensuring projects are completed on time and within budget whilst being flexible to the needs of the business and incorporating the latest design ideas. Adhering to statutory regulations, CDM 2015, Building Regs, HSE guidelines etc. Knowledge of legislation and British Standard Codes of Practice governing building work, workplace regulations, Fire Precaution and Town and Planning Acts. Planning and implementation of new concepts. Preparing project cost reports. Identifying risk and other project challenges. Overseeing projects for the full lifecycle from inception to launch with project values of up to £6m. Projects include new sites, refurbishments which included creating space for concessions, such as Costa and Paperchase.

Key Achievements:

- Bolton, Middlebrook RP 398 - £5.35m
- Sheffield, St James RP 056 - £1.85m
- Durham Arnison RP 018 - £3.5m
- Banbury Gateway 598 - £3.64m
- Rugby, Elliotts Field 504 - £2.6m
- Cheshire Oaks Outlet 918 Refit - £470k
- Cambridge, Sidney St 568 Refit - £1.3m
- Northampton Riverside 591 Refit - £4.9m

**Senior Project Coordinator, Shopfitting Department, Next Retail Ltd
London & Eastern Europe Region**

September 2007 to January 2011

Working closely with the Property Department and liaising with Landlords and external contractors prior to commencement on site. Communicating benefits of using new features in AutoCAD software to both technicians and project managers. Implementation of new 3D software, Autodesk Revit from feasibility to launch. Also involved with increasing productivity within the existing CAD team using AutoCAD/Revit and introducing new approaches to drawing production. Also managing projects within the region.

Key Achievements:

- Ealing, Broadway 376 Refit - £500k
- Thamesmead 078 - £1.631m
- Bedford, Midland Rd 124 - £1.12m
- Dartford Home Store 055 - £1.2m
- Pankrac 827, Prague, CZ - £440k
- City Park 084, Jihlava, CZ - £363k

**CAD Technician, Shopfitting Department, Next Retail Ltd
London & Ireland Region**

October 2004 to August 2007

Interpreting design briefs to designing store layouts within the region. Working effectively with project managers and liaising with both internal departments and external contractors to achieve the optimum store layout. Utilising working knowledge of industry standards, in accordance with health and safety, and fire regulations. Improved and implemented efficient CAD use within the department. Instigated cost savings on purchasing PDF software for both the department and company. Restructured the CAD filing/project system to maximise greater efficiency and coherence for the region.

Structural CAD Technician, Pick Everard**March 2002 to September 2004**

Involved in interpreting Architects' plans into working drawings for engineers. Involved with designing steel reinforcement within concrete structures and issuing drawings to various parties involved with existing projects and adhering to BS Standards. Liaising with clients, project management, delegating and organising workloads. Projects include Keele University, Leicester Royal Infirmary, various Severn Trent Water Sites, Bullring Shopping Centre (consultancy), Sainsbury's, Aldi Stores and St Georges Tower (retail development).

**Structural CAD Technician, Aspen Burrow Crocker
(Now Part of Waterman Group)****October 2001 to February 2002**

Responsibilities involved planning and refurbishment of existing buildings and new builds including BIA Shuttle Bussing Facilities and Satellite pier, Planar Wall – Tottenham Court Road, Corinium Museum - Cirencester, Touchwood Shopping Centre - Solihull and Norfolk Heritage Park - Sheffield. Duties involved producing working drawings, construction details and remedial work drawings.

CAD Technician, Fisher German**October 2000 to September 2001**

Assisting surveyors in surveying projects, developing site plans, ensuring extensive communication between project managers and the drawing office. Main projects included Belvoir Estate, Stevenson Trust and independent clients. Responsible for compiling site information on CAD systems, mapping information onto OS data and general office duties including managing internal computer networks and systems.

CAD Technician, City Design (Manufacturing) Ltd (Part of AM System Ltd)**July 1999 to September 2000**

Responsible for compiling and producing technical drawings for manufacturing. Coordination and management of sub-contract trades, in house joinery production, preparing quotations, purchasing, costing, sourcing materials. Projects included Kodak, Sony and Panasonic stores and concessions within larger stores.

EDUCATION & QUALIFICATIONS

2018	Messam & Rider - NEBOSH –National Certificate in Construction Health & Safety
2014	Pearson Professional Centre - CSCS Health and Safety Course
2014	Pick Everard - Revit Architecture Essentials Training
2013	Eurosafe - Asbestos Awareness Training Course
2013	OMS - SMSTS - CITB Site Safety Plus for Construction and Civil Engineering
2012	Stanford Marsh - Revit Architecture 2012 Certified Associates
1996-1998	Southfields College of Further Education, Aylestone Road, Leicester. City and Guilds in 3D AutoCAD R13 City and Guilds in 2D AutoCAD R12
1993-1996	University of Luton, Park Square, Luton. Completed First Year of BSc. (Hons) Architecture Foundation Studies in Design and Technology
1987-1992	The City of Leicester School, Downing Drive, Leicester. GCE A Level Mathematics and Psychology 5 GCSEs including Mathematics and English

ADDITIONAL SKILLS

In-house Finance and Budgetary System, Microsoft Office Suite, Autodesk AutoCAD R12 to 2019, Autodesk Revit 2019, Adobe Photoshop, Enscape. Full clean driving licence.

REFERENCES AVAILABLE ON REQUEST