

Khurrum Khawaja

PERSONAL INFORMATION

<u>Address:</u>	10 Belvedere Road Burton-Upon-Trent Staffordshire DE13 0RQ	<u>Nationality:</u>	British
		<u>Gender:</u>	Male
		<u>Marital Status:</u>	Married
		<u>Date of Birth:</u>	07 th May 1976
		<u>Telephone No:</u>	07979862808
		<u>E-Mail:</u>	KhurrumKhawaja@btinternet.com

I am a young experienced and self-motivated individual seeking an opportunity which will utilise my extensive range of skills and commercial awareness. A position which will draw upon my aptitude to analyse problems, develop systems and implement solutions. In particular a position which will build on my ability to;

- Achieve targets aligned to business goals.
- Work to tight time-scales.
- Assume responsibility with a pro-active approach.
- Retain motivation and enthusiasm during periods of change through strong communication skills.

CAREER DEVELOPMENT

8th Sept 2008 –
8th August 2009

Training Manager for Refresh Training Ltd. (Burton)

- Liaising with accrediting bodies for accreditation status.
- Delivering bespoke training for customer requirements.
- Instructor for different types of plant vehicles qualified with RTITB, able to teach the following:
 - Side Loader Lift Truck
 - Counterbalance Lift truck
 - Reach Lift Truck
 - Ride On – Pedestrian Operated
 - Materials Telescopic Handler.
 - Mobile Elevating Work Platform (Articulated Boom)
 - Mobile Elevating Work platform(Scissor Lift)
 - Electric Overhead Travelling Crane(Remote and Pendant)
 - Rough Terrain Lift Truck
 - Electric Tow Truck and Trailer
 - Manual Handling.

Oct 1994 –

Aug 2009

Site Skills Trainer for Kerry Food Ltd (Burton-On-Trent)

My role involves ensuring that the correct training requirements are sourced and delivered, either by in-house training provided by myself or outsourced with other training suppliers. This involves maintaining accurate and up to date records of orders. I also liaise with other internal and external departments.

Other areas of the business I have been involved with are shop floor management and insuring deadlines are adhered to. My main duties are as follows.

- To train all employees to a minimum standard.
- To raise skill levels
- To formalise Training rather the ad-hoc system used in the past
- To re-assess current employees against the new standards.
- To plan and deliver training in order to meet the business needs.
- To satisfy requirements of Auditors.
- But above all to meet the training needs of the employees.

ACADEMIC ACHIEVEMENT

Sep 1988 – June 1993

ABBOT BEYNE SECONDARY SCHOOL (Burton)

General Certificate Secondary Education

Urdu, English and Mathematics, I.T [B-C]

OTHER SKILLS AND PERSONAL DEVELOPMENT

Computer Proficiency: Microsoft Office training course.

Foreign Languages: Fluent in Urdu & Punjabi, English and Basic knowledge of Arabic.

Personal Development: Certificate in Presentation & Interview skills. Professional Trainer Programme at Burton College.

Introductory Certificate in First Line Management
awarding body ILM.

Chartered institute of Personal Development (CIPD)
Certificate in Training Practice

Health and Safety:

Health Safety Certificate. Chartered Institute of
Environmental Health. (CIEH)

Intermediate Food Safety (CIEH)

Qualified Lift Truck Operator Instructor Awarding Body
Road Transport Industrial Training Board (RTITB)

Master Driver for CPC Instructor Awarding Body Road
Transport Industrial Training Board (RTITB)

Memberships.

Associate of CIPD(Certificate in Training Practice)

INTERESTS

Spare time is consumed by going to the gym, swimming socialising with friends and I enjoy cooking. I enjoy meeting new people and networking. Another pass time I enjoy is going to the cinema. I am keen to help in the local community in organising events voluntarily.

References available upon request.