

# CONTRACTS MANAGER CV

Below is a sample CV of a Contracts Manager where the skills and key qualities are highlighted. Expertise in leasing and maintenance, management role in multi-site contracts, dealing with Customer Care issues, and extensive knowledge of relevant legislative requirements are stressed out. Financial and budgetary skills as well as organizational management (i.e. planning, implementation, monitoring, evaluation) are also included. For a Contracts Manager CV to stand out, the education and employment section must be given importance. Normally, employers favor applicants who have Business degrees or other related courses. Thus, make sure that you place the most recent educational attainment and professional working experience on top of the list.

**Salvador Morris**

258-2989 Nulla. Ave, New Quay, Cardiganshire, P70 9KG

Tel: – 01912 916983

Date of Birth: – 23/01/91

[email]

Nationality: – British

## CAREER OBJECTIVE:

My primary objective as a Contracts Manager is to apply my knowledge in legislative requirements and skills in project management to bring success in the company. I also aim to provide client satisfaction by accurately assessing their needs, providing excellent service and results, and effective communication all throughout the duration of a contract. My two years of experience provided me valuable knowledge of how the industry works and enhanced my abilities in monitoring worker compliance and project changes, conducting employee and project appraisals, intervention, and being an overall effective team player. With this said, I am positive that I can be a useful talent to the company.

## PERSONAL SKILLS AND COMPETENCES:

- Hands-on experience in managing construction contracts
- Good knowledge of construction trades and relevant legal requirements
- Exceptional knowledge of civil engineering standards
- Skilled in handling leasing and maintenance contracts
- Ability to negotiate and win large contracts
- Ability to develop budgets and control expenses

## RELEVANT WORK EXPERIENCE:

Contracts Manager                      Home Retail Group – Gloucestershire                      Apr 2013 to Present

- Carried out contract bidding and approval activities.
- Developed tender list for suppliers and subcontractors.
- Worked with Site Managers to implement health and safety standards.
- Ensured that construction project was in accordance with company's quality standards.
- Identified areas of cost savings and determined labor rates.
- Performed the duties of Site Manager in his absence.

Contracts Manager                      Ardmore Group Limited – Kirkcudbrightshire                      Oct 2012 to Apr 2013

- Performed bidding and negotiated rates with sub-contractors and suppliers.
- Managed all legal aspects of the contract documentations.
- Performed site surveys and maintained survey reports.
- Worked with technical and construction teams to finish projects within budget.
- Supervised Surveyors, Foreman and construction crew to ensure work is completed on-time.
- Addressed client escalations and managed client expectations.

## EDUCATIONAL BACKGROUND:

BA (Hons) in Business  
Nottingham Trent University – Nottingham  
Oct 2009 to Jul 2012  
A-levels: Business Studies, Economics, Mathematics, English Language  
Suffolk New College – Ipswich  
Sep 2007 to Jul 2009  
GCSEs: Business Studies, Maths, Physics, English Language  
St Bonaventure's School – Forest Gate  
Sep 2002 to Jul 2007

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