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## Handyman Caretaker Resume

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### Job Objective

Seeking a position as Handyman Caretaker in a reputed organization where I can use my skills and experience.

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### Highlights of Qualifications:

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- Admirable experience in maintain property and performing repairs
  - Sound knowledge of healthy and safety procedures
  - Profound knowledge of codes of practices and legislation
  - Ability to multitask and prioritize work
  - Ability to perform regular inspection of buildings
  - Ability to comply to COSHH regulations
  - Ability to perform general household maintenance tasks and equipment repairs
  - Ability to manage premises efficiently
  - Ability to perform routine maintenance repairs
  - Proficient with various Microsoft Office applications
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### Professional Experience:

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Handyman Caretaker

Precision Multiple Controls, Inc., Wichita, KS

August 2007 – Present

- Administered external premises and installed alarm systems for security.
- Monitored premises on everyday basis such as furnishings and carpentry.
- Assembled and collected waste for efficient disposable.
- Maintained neat and clean external environment for complex.
- Managed efficient receiving and deliveries of all goods and equipments.
- Documented records of appropriate cleaning and sundry supplies.
- Supervised cleaning and catering staff for efficient handyman work.
- Removed graffiti from walls and clean wood floorings.

Handyman Caretaker

G4S Secure Solutions, Wichita, KS

May 2004 – July 2007

- Performed routine maintenance for all plumbing and electrical repairs.
  - Assisted to replace all broken fixtures and equipments.
  - Developed an efficient program for preventative maintenance activities.
  - Managed plumbing and painting activities and assisted in decorating walls.
  - Performed regular tests on all lighting systems and cleaned it.
  - Monitored inventory of stocks and distributed general consumables.
  - Provided technical support to all members and contractors.
  - Identified new work programs for all maintenance activities.
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### Education:

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Associate Degree in Mechanical Engineering

Kirtland Community College, Roscommon, MI

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