

# Godwin Fernandez (Mr)

## **1. Personal Details**

<b>Full Name:</b>	Mr. Godwin Ronald Fernandez		
<b>Address:</b>	196 Caledon Road London E6 2EX	<b>DoB:</b>	02 <sup>nd</sup> December 1968
		<b>Nationality:</b>	British
<b>Mobile:</b>	074 2740 8989	<b>Email:</b>	godwin_f@hotmail.com

## **2. Work History**

Jan 10 – Present      **Catering Supervisor/ Assistant, Royal Brompton & Harefield NHS Foundation Trust**

I am working as a Catering Supervisor/ Assistant, co-ordinating the catering service team of seven to fifteen staff, this is a very demanding role and it involves communicating with doctors, nurses and serving and satisfying critical patients of all ages.

### **Key Achievements**

- Successfully responding to and resolving patients and staff enquiries
- Improving the quality of the patient experience and streamlining service pathways
- Receiving and reordering daily order of patients and producing performance reports for the executive management team
- Liaising with doctors, nurses and various chefs including Diet Chef in behalf of special care patients
- Organising patients involvement activity across the catering team and wards
- Supporting the organisation's catering service department on day to day needs
- Maintaining an accurate record of daily service
- Promoted a culture of improvement across the organisation

Nov 07 – Dec 09      **Administrative Assistant, Site Co-ordinator, Shell Cluster (4020)**

I work as an administrative assistant/ site co-ordinator at Shell. In conjunction with the Director, I am responsible for stock control and producing management and performance reports including all other administrative tasks.

### **Key Achievements:**

- Producing monthly performance and sales reports for the management
- Liaising with suppliers and asset management issues for managed stock
- Organising customer involvement activity across the organisation
- Liaising with IT and tele-communications service providers
- Supporting the organisation's IT system infrastructure and day to day IT needs
- Assisting the Manager with all exploratory projects and initiatives
- Undertaking a communications and system review - identifying cashable savings
- Maintaining an accurate record of all stock and equipments
- Promoted health and safety awareness across the organisation
- Introduced a staff development and training programme on site safety

Nov 02 – Oct 07      **Production Inspector, Interport Limited, London**

I worked as a production inspector, responsible for inspecting all imported medicine/ medical products for quality and quantity. Duties also included, organising re-packaging and distribution throughout the UK and all necessary administrative tasks tied to the control, inspection and distribution.

- Mar 99 – Oct 02      **Middle Manager, Shell UK Ltd., Old Street, London**  
Shift Manager at a large branch, dealing with retail sales and delivering good customer service. Responsible for the shop floor and the team, duties involved stock keeping and book keeping.
- Jan 96 – Feb 99      **Audit Clerk, Gordon's & Knight Co, (Chartered Accounts), London**  
I worked as an Audit Clerk, responsible of duties at various levels within the organisation from monitoring opening and closing stock, trial balance, profit and loss accounts and producing balance sheet. I was also responsible in assisting the Senior Manager with all financial forecasting and report for the management team.

### **3. Education & Qualifications**

- Apr 97 – Jan 98      **Administration NVQ Level 2, Chelmer Corporate Assessment Centre**
- Jun 90 – Jun 91      **Bookkeeping, Oxonia Instate (Pvt) Ltd In Sri Lanka**
- Jun 90 – Dec 90      **Touch Typing, Sinnadura's Commercial Tutoring Colombo, Sri Lanka**
- Aug 87 – Aug 89      **G. C. E. 'A' Level, St. Peter's College, Sri Lanka**  
Accounts (A)  
Commerce & Finance (B)  
Economics (B)  
And Logic & Scientific Method (C)
- Jan 86 – Dec 86      **G. C. E. 'O' Level, St. Peter's College, Sri Lanka**  
I achieved 8 GCSEs, Grades A - D, including in English, Maths and Science

### **4. Training and Coaching Conducted:**

- Nov 07 – Dec 09      Trainer – Health and Safety at work (Shell)
- Nov 07 – Dec 09      Trainer – IT at Work (Shell)

### **5. Skills & Interests**

#### **IT Skills**

- Advanced use of SAGE Accounting, MS Project, MS Outlook, Excel, PowerPoint and Mac packages and SQL.
- Experience and knowledge of using variety of bespoke accounting and management packages

#### **Interests/Hobbies**

- Current Affairs, particularly human rights
- Socialising with friends –cinema, eating out, walking trips
- Outdoor activities – hill/mountain walking extensively in Switzerland and Germany

### **6. Referees:**

Available on request

**\*ENDS\***