

MAGDALENA HASANI

07900 356 379 | rudzka@yahoo.co.uk | EN5 2FH

PROFESSIONAL PROFILE

Experienced Contracts Manager with a long-standing career across the Ardmore Group, specialising in natural stone, procurement, contract administration, cost tracking, supplier coordination and operational support. Proven background in managing live contracts, liaising with clients, site teams and factories, and maintaining control of programme, quality and commercial performance. Recognised for strong organisational skills, attention to detail and the ability to work effectively across multiple stakeholders and deadlines.

EDUCATION

International MBA, University of Glamorgan, UK (2001 – 2003)

Master of International Economics and Political Relationships, specialising in Foreign Commerce, Cracow University of Economics, Poland (1996 - 2001)

CORE COMPETENCIES

- Contracts management and contract review
- Procurement, supplier liaison and sourcing
- Budget tracking and cost performance reporting
- Client communication and stakeholder coordination
- Materials scheduling and logistics planning
- Quality control and non-conformance reporting
- Office and operational administration
- Warehouse and stock management
- Process improvement and audit support
- Planning, prioritisation and problem-solving

PROFESSIONAL EXPERIENCE

Continuous employment with the Ardmore Group since 2004.

Contracts Manager / Project Administrator | Natural Stone Division, Paddington Construction Ltd 2018 - Present

- Manage live contracts across the stone operation, monitoring commercial position, design status, material status and site progress.
- Work closely with clients during stone sampling and sourcing to achieve design requirements within budget.
- Negotiate with clients and suppliers on sample selection, pricing, quality and lead times.
- Act as the link between site teams and the stone factory, resolving issues, feeding back changes and coordinating production priorities.
- Raise and track quotations, place orders, maintain cost trackers and report prices against budget.
- Coordinate procurement of natural and man-made stone from UK and overseas suppliers, including transport and foreign currency payments.
- Monitor quality, record non-conformance items, analyse causes and track remake costs where required.
- Support factory operations through payroll processing, subcontract payment administration, invoice matching, delivery bookings, KPI reporting and audit preparation.
- Arrange health and safety training, machinery testing, slip resistance testing and client visits to factories and sites.

Store Manager | Ardmore Construction Ltd 2014 - 2017

- Managed day-to-day warehouse operations, making efficient use of staff, storage space and resources.
- Oversaw stock control, material movements, weekly and monthly reporting and regular stock checks.
- Led warehouse staff recruitment, rota planning and daily task allocation.
- Improved warehouse layout and storage systems to support smoother site deliveries and better use of space.
- Supported annual audits covering material holdings of up to GBP 5 million.
- Identified surplus or damaged stock for transfer, disposal or sale, helping reduce waste and improve cost control.
- Assisted in setting up an archive room and database system for finance documentation.

Office Manager | Bathroom Pods Manufacturing Division, Paddington Construction Ltd 2010 - 2013

- Managed the day-to-day running of the office and provided administrative support to the manufacturing operation.
- Processed weekly wages for factory CIS workers and dealt with invoice queries.
- Maintained cost trackers, production KPIs, staff records and health and safety records.
- Coordinated required training courses and arranged visits to the factory and building sites.
- Provided general administrative and ad hoc support across the business.

Administrator | Ardmore Construction Ltd 2004 - 2009

- Supported the business owners in implementing new IT systems across the Plant and HR departments.
- Helped establish and manage a company skill test centre for new construction workers.
- Supported the organisation of Insurance, Transport and Properties functions.
- Provided broad administrative and ad hoc support across the business.

LANGUAGES

- English - fluent
- Polish - native
- Russian - basic
- Albanian – basic

ADDITIONAL INFORMATION

- Friendly, reliable and highly organised, with strong interpersonal and communication skills.
- Able to work effectively both independently and as part of a team, remaining calm under pressure.
- Interests include travelling, swimming, skiing and spending quality time with family.