

HANNAH

HANNAH.359783@2freemail.com

**Professional Summary:**

I am energetic and passionate about continuously acquiring innovative skills for selling and sealing a real estate transaction. Having 1 years of experience in UAE real estate sales and marketing, I have been able to improve on my sales performance, source for clients and also maintain a good work relationship with clients and team members.

With good understanding of organizational structure and real estate transactions, I combine architecture and construction project management skills to effectively inspire and advise my clients on benefits and cost of each properties and their need to make the right investment.

**Career Objective:**

Work towards continuous improvement on performance and effectiveness; and to ensure the organization serves its basic purpose of efficient services through commitment to responsibilities, identifying customers’ needs and fulfilling their needs, excellent presentation and communication skills, sales lead, and group/team leadership.

**UAE Work Experience**

1. **Internship**

Company Name: Butterfly Customs Broker LLC.

Date of Internship: January, – November, 2015

Location: Ali Mohammed Bin Salmeen Building 113-48 Sikka Sika Tulkhail Deira Dubai, United Arab Emirate

**My responsibilities were:**

* In charge of managing clients portfolio
* Inspire clients performance and their involvement with the organization
* Organized meetings with clients
* Follow up to ensure clients progress with his/her commitment
* Ensure company target is met and exceeded.

**Other Work Experience**

### Project Architect

#### Company Name: Meridian Habitations Limited.

#### Dates Employed: December, 2015 – December, 2016.

#### Location: Lagos Island, Lagos State, Nigeria.

**My responsibilities were:-**

* Supervise conceptual/detail construction drawing designs for residential and commercial buildings
* Construction supervision of all architectural jobs
* Coordinate MEP, and Civil Structural works for formal approval
* Monitor other disciplines in the entire project
* Design management and inspection of Front End, and detailed processing of project documents
* Prepare forward plans for people/material/equipment and information resources to be used
* Assisted Project Managers on the logistics phase of the project
* Evaluate and review work progress.

***Reason for leaving:******My family and I relocate from Nigeria to Dubai, UAE.***

### Junior Project Architect

#### Company Name: Kkrolands Limited.

#### Dates Employed: September, 2012 – August, 2013.

#### Location: Lagos Mainland, Lagos State, Nigeria.

**My responsibilities were:-**

* Develop pre-design and conceptual designs
* Develop construction documentations
* Visit construction sites and document a report on each site visit
* Collaborate with team members to meet up project deadlines
* Develop 3D design using Revit architecture and Google Sketchup pro.

***Reason for leaving: Travel to Dubai for Master’s degree studies in Heriot-Watt Universit****y.*

**Qualifications / Professional Trainings**

1. **Masters of Science in Construction Project Management.**

Heriot-Watt University, Dubai Campus, United Arab Emirate,

Date: 2013 – 2015.

*Principal subjects/skills covered:*

* Construction Technology
* Value & Risk Management
* Contract and Procurement
* Project Management Theory and Practice
* People and Organizational Management in the Built Environment
* Construction Financial Management
* Construction Practice and IT
* Project Management Strategic Issues,
* Dissertation on Improving Efficiency in the Building Construction Projects.
1. **Bachelor of Technology in Architecture.**

Cross River University of Technology, Calabar Campus, Nigeria.

Date: 2006 – 2012.

*Principal subjects/skills covered:*

* Graphics
* Architectural Design
* Landscape Design
* Interior Design
* Working Drawings
* Basic Civil Structural, MEP Designs
* Building Construction
* Building Economics
* AutoCAD 2D & 3D modeling
* Autodesk Revit Architecture, and
* Thesis Project.
1. **General HSE LEVEL 1 & 2 (HEALTH SAFETY AND ENVIRONMENT).**

High-Tech IT & Engineering, Port-Harcourt, River State, Nigeria.

Date: 2013.

*Principal subjects/skills covered:*

* Introduction to HSE
* Workplace Hazards
* Hazard Identification and Control
* Personal Protective Equipment
* Office HSE, Workstation Setup, and Material Handling
* Electrical Safety/Chemical Safety
* Work Permit System/Confined Space Entry
* Environmental Management/Occupational Health and Hygiene
* Accident Investigation
* Water Safety and You, and
* Motor Vehicle Safety.
1. **Adobe Photoshop CC Design Course.**

MCTC-Dubai Educational Institute, Deira, Dubai, United Arab Emirate.

Date: 2015.

*Principal subjects/skills covered:*

* Architectural Post Processing in Photoshop
* Photoshop for Architects (Camera Calibration, Non-Destructive Editing, Lens Correction and Special Effects).
1. **Google Sketchup Pro & V-Ray Design Course.**

MCTC-Dubai Educational Institute, Deira, Dubai, United Arab Emirate.

Date: 2015.

*Principal subjects/skills covered:*

* 2D and 3D Modeling in Google Sketchup Pro.
* 3D Rendering in V-ray using Google Sketchup Pro.

**Computer skills and competences:**

* Zoho CRM
* Microsoft Project
* Microsoft Office Suites
* AutoCAD
* Revit Architecture
* SketchUp Pro
* Photoshop
* 3Ds Max.

**Social skills and competences:**

* Good presentation, writing and communication skills
* Good interpersonal relationship and initiative
* Flexibility in teaching others to their understanding
* Good negotiating, and creative problem-solving skills
* Self-motivated
* Adaptability
* Sales and Optimism
* Goal driven and flexible to new improved procedures
* Experienced in relating with people laterally and longitudinally in a company

**Organizational skills and competences:**

* UAE Real Estate Transactions
* Procurement
* Project Planning
* Value Engineering
* People Management
* Contract and Financial Management
* Health and Safety regulations
* 3D designs and drafting
* Project management, and
* Site Visitation.

**Interested In:**

* Reading,
* Traveling
* Swimming
* Dancing
* Table tennis
* Skating, and
* Listening.