**E-Mail:**

Aleksandra-397757@gulfjobseeker.com



**Aleksandra**

**Date of Birth:**

**Country of Residence:**

**Nationality:**

**Civil status:**

July 15, 1984/ Russia

Abu Dhabi, UAE

Russian

Single

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| **Objective & Summery of** | Getting a challenging job in the field of architecture, design and computer-aided design. |
| **Experience** | Performance of architectural and design projects of residential and commercial spaces. |
|  |  Possess over 10 years of experience in architecture and interior/graphic design. |
|  |  I hold a membership in Union of Architects in Russia. |
|  |  Strong experience working in government of Russia in the field of. Architecture |
|  | management. |  |
|  |  Self-motivated, had opened and operated my own business professionally working well |
|  | under pressure. |  |
|  |  Volunteer in multiple architecture activities in addition to providing volunteer |
|  | educational courses on using architecture software applications |
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| **Work experience** |  |  |
|  | **Company Activity:** Environmental and engineering consultancy. |
|  | **Period:** | 02/2017 - 03/2018 |
|  | **Position:** | Senior Architect. |
|  | **Roles & Responsibilities:** |
|  |  Prepare and execute architectural-building drawings; |
|  |  Prepare final plans, using computer applications; |
|  |  Sketch preliminary design plans, including electrical layouts; |
|  |  Place orders for materials and oversee installing the design elements; |
|  |  Prepare and present feasibility reports and design proposals to the client; |
|  |  Prepare tender applications and presentations; define, document, and communicate them |
|  | with client. |  |

**Company:** JLA International Engineering (Abu Dhabi).

**Company Activity:** Architecture Engineering.

**Period:** 08/2015 – 02/2017

**Position:** Architect

**Roles & Responsibilities:**

* Architecture, Design, Construction Supervision;
* Works on highly complex ecosystem wide projects that require in-depth knowledge across multiple specialized architecture domains;
* Prepare and present feasibility reports and design proposals to the client;
* Produce detailed workings, drawings and specifications;
* Prepare tender applications and presentations; define, document, and communicate it;
* Make sure the software and system architectures are in synchronization;



* Sketch preliminary design plans;
* Specify materials and furnishings, such as lighting, furniture, wall finishes, flooring, and plumbing fixtures.

**Company:** Open JSC “Meridian”.

**Company Activity:** Civil and erection company.

**Period:** 12/2012 – 06/2015

**Position:** Engineer of the production engineering department.

**Roles & Responsibilities:**

* Sketch preliminary design plans, including electrical layouts;
* Place orders for materials and oversee installing the design elements;
* Visit after the project to ensure that the client is satisfied;
* Oversee the building contract and to monitor the work in terms of quality, progress and costs as closely as is reasonably possible;
* Work closely with building contractors to assist the building contractor to achieve satisfactory results. To guide and advise building contractors and specialist sub-contractors as and when necessary;
* Inspect the building at the completion of the project and to draw up schedules of outstanding works, incomplete items and building defects; and to instruct the builders accordingly in order that all building work is satisfactorily completed.

**Company:** Municipal institution “Department of Architecture and Urban

Development Administration of municipal formation of Novorossiysk”

**Period:** 07/2010-12/2012

**Position:** Leading specialist

**Roles & Responsibilities:**

* Administrative
* prepare and present feasibility reports and design proposals to the client;
* produce detailed workings, drawings and specifications;
* Works on highly complex ecosystem wide projects that require in-depth knowledge across multiple specialized architecture domains.

**Company:** Open JSC “Novorosgrazhdanproekt”

**Period:** 10/2007 - 07/2010

**Position**: Architect

**Roles & Responsibilities:**

* Produce detailed workings, building drawings and interior design drawings;
* prepare and present feasibility reports and design proposals to the client;
* Place orders for materials and oversee installing the design elements;
* Search for and bid on new projects;
* Determine the client’s goals and requirements of the project;
* Sketch preliminary design plans, including electrical layouts.

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| **Courses** | **Systems operator PC** | Feb 2001, Russia |  |
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|  | **Typing and clerical Course** | Jun 2001, Russia |  |
|  | **Summer school of MARCHI** | Jun 2003, Russia |  |
|  | **Computer-aided design 3D Max + AutoCAD** | Aug - Nov 2009, Russia |  |
|  | **English language** |  | Aug 2016, British council UAE |  |
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| **Computer skills** | Microsoft Office, 3D Max, Revit, AutoCAD, ArchiCad, Photoshop, In Design, CorelDraw, |  |
|  |  |
|  | SketchUp, KD |  |  |  |
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| **Languages** | English (Fluent) |  |  |  |
|  |  |  |  |
|  | Russian (Mother Tongue) |  |  |
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| **Education** | **University:** | South Federal University (city Rostov-on-Don/Russian Federation) |  |
|  | **Faculty:** | Architecture |  |  |
|  | **Date of graduation:** July 2007 |  |  |
|  | **Period:** | 6 years |  |  |
|  | **Qualifications:** | Bachelor of Applied Science (B.A.Sc.) Architect - Designer |  |
|  | **School:** | Feasibility Lyceum |  |  |
| **References** | Available upon request |  |  |
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