

# INES TIMOTHY

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Language: English & Swahili | Religion: Christian | DOB:08/05/1993

## Key Skills Profile

- A very flexible and hardworking person who has an outstanding leadership skill which is backed up by certification from the Students Organ.
- Conversant with **Microsoft Project, Arc CAD, Microsoft Word, Microsoft Excel, Microsoft Power Point** and can confidently gather **requirements, analyze** and prepare many research or project tasks.
- When necessary, I am always willing to start from the bottom and learn everything I can in every situation or opportunity.
- A practical individual and **skilled** on communicating and dealing with all kinds of people across different status and sectors of society on **office and sensitive issues** including **minors, vulnerable** as well as **counseling**.
- Developed good **Project Management** skills and have planned and **jointly managed** some projects whilst at university and other companies where I underwent some work experience.
- I can work quickly **independently** after training of any skill and also very smoothly as **member of a team**. **Multitasking** is a normal occurrence with me.
- A **quick thinker** and **problem solver** as I always assist family members and friends in bringing up solutions when they are constantly faced by decision making problems.
- **Innovative** and full of progressive ideas always. There is always continuity with me around and personally live on the **strong belief** that *'there is no problem that cannot be solved'*. Senior Executives will always be at peace knowing I am in charge of any task because I can be relied on.
- **Result driven** and has **strong investigative and analytical** mind hence why I avoid crisis and in the cases where crisis is inevitable, I always act calm and manage it well.

## Education

2014-Present	<b>ARDHI UNIVERSITY</b> BACHELOR OF SCIENCE IN BUILDING ECONOMICS
2014	<b>MILITARY-OLJORO ARUSHA</b>
2012-2014	<b>FEZA GIRLS' HIGH SCHOOL</b> ADVANCED CERTIFICATE OF SECONDARY EDUCATION
2008-2011	<b>FEZA GIRLS' SECONDARY SCHOOL</b> ORDINARY CERTIFICATE OF SECONDARY EDUCATION
2000-2006	<b>ST. ANNE'S KISAJU SCHOOL</b> KENYA CERTIFICATE PRIMARY EDUCATION

## PROFESSIONAL EXPERIENCE

2017(JULY-SEPTEMBER)	<b>GFG INVESTMENT INDUSTRIAL TRAINEE</b> <ul style="list-style-type: none"><li>○ Taking off</li><li>○ Preparation of Bill of Quantities</li><li>○ Preliminary cost estimation</li><li>○ Schedule of materials</li><li>○ Interim valuation</li><li>○ Final Accounts</li></ul>
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- 2016(AUGUST-SEPTEMBER)      **CECC CONTRACTORS  
INDUSTRIAL TRAINEE**
- Learning construction works on site
  - inspection of completed works on site
  - Participation in construction works
- 2015(JULY-AUGUST)            **GROUP SIX INTERNATIONAL  
INDUSTRIAL TRAINEE**
- Learning construction works on site
  - Participation in surveying and leveling tasks
  - Materials inspection on site
  - Various site visitation
- 2015-2017                        **ARDHI UNIVERSITY  
PROJECT WORKS PARTICIPANT**
- Designing works e.g. Residential house, Mosque, MPH
  - Taking off, Bills of quantities, Rates calculation
  - Contract documentation, Evaluation of Tender
- 2017-2018                        **PROSPERITY BUREAU STATIONARY**
- Printing
  - Photocopying
  - Typing
  - Binding
  - cashier

## Interests

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- Reading: Novels, Newspapers and Magazines
- Social Networking, Movies, Music, Surfing
- Travelling, Socializing

## References

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LAWRENCE EMMANUEL  
QUANTITY SURVEYOR  
CECC CONTRACTORS  
0717 900 040

PASCAL MINJA  
QUANTITY SURVEYOR  
GFG INVESTMENTS  
0767 400 623

LETICIA FRANCIS  
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PROSPERITY BUREAU STATIONARY  
0786 600 958