

Tadiwa TAIMU

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Names: Tadiwanashe Ruvarashe Taimu

Gender: Female

Language Proficiencies: English, Shona, Setswana,

Visit my website: <http://tadiwataimu.com/>

LinkedIn Profile : www.linkedin.com/in/tadiwanashe-taimu



KNOWLEDGEABLE • PRINCIPLED • CONSTRUCTION PROJECT MANAGEMENT •

PROFESSIONAL PROFILE

- Highly motivated and ambitious with the ability to give timely and solution focused support Excellent management skills and consistently work with minimum supervision.
- Excellent communication skills, both written and verbal with high computer literacy proficient in Microsoft Suite, Google Suite, Programming language visual basic, Mechanical drawing software Draft site, and AutoCAD.

SPECIALIST AREAS AND SKILLS

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|-----------------------------------|---------------------------------------|
| Stakeholder and Client Management | Negotiation |
| Leadership | Professional |
| Procurement | Site Management and Quality Assurance |
| Driven | Report writing and Data Analysis |
| Marketing and Media | Contractual Administration |
| Strategic Planning and Direction | Project Management and Delivery |
| Diligent | In Eight PM Software |

PROFESSIONAL EXPERIENCE

Assistant Project Manager

MDA Projects· South Africa, (Western Cape)

Nov 2023 - Currently

- Site Visits to oversee progress, quality control and workmanship against specifications and safety compliance.
- Facilitated meetings coordinating clients, contractors, and consultants.
- Analyse data and present using Visio/Excel prepare monthly progress reports and presentations to clients and stakeholders.
- Prepare summary Programmes on excel
- Identify and track project risks and contribute to developing mitigation strategies.
- Organize and maintain project files.
- Assist with drafting sections of Tender
- Prepare meeting agendas and take minutes.
- Review contractual documentation in line with the PROCSA
- Manage project databases and spreadsheets and document In Eight control software.
- Learn and utilise relevant construction project management software.
- Create summarised Project Programmes and Highlight milestones

Quantity surveying Intern

Watermarque Consultancy· South Africa, (Western Cape)

Nov 2022 - Jan 2023 3 months

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- Site Visits.
 - Updating and revising drawings on the system
 - Attending meetings
 - Creating and updating Sub final accounts
 - Updating Contractual Instructions
 - Use of DimX to measure sub-elemental components of the building to be priced
 - Assisting the Director in the preparation of services proposal Documentation
 - Introduction to conflict resolution
 - Administration and learning of the JBCC/PBA NS subcontract Agreement PA
 - Facilitating client approvals and delay claims alongside the principal agent
 - Ensuring accurate measurements of elements of the building with assistance

Construction Management Intern

Abland Pty (Ltd)·South Africa (Western Cape)

June 2022 – July 2022 2 months

- Assisted with managing the daily project program.
- Monitoring Sub- Contractor production on site
- Assisted with controlling project costs by reporting wastage.
- Completed Progress reports by means of a tick sheet.
- Issuing of site and contract instructions
- Research and development of green-building strategies
- Facilitated council and contractual matters for various sites.
- Assisted in the management of the project program and quality site control.
- Attended Negotiations of contract and site control prices
- Reporting to the Project manager on daily site activities
- Reporting to the senior site manager
- Facilitated in listing snags and de-snagging process on-site conducting surveys.
- Attending meetings when required and preparation of correspondence and minutes.
- With assistance monitoring the financial requirements of the development programme and progress through the technical, legal, and financial stages of the development.
- Closing out on defects

Cost Consultant and Quantity Surveying Intern

UNIVERSAL BUILDERS/China JiangSu ·Botswana (Gaborone)

Jan 2021 - Mar 2021 3 months

- Conducting feasibility studies to estimate materials, time, and labour costs.
- Preparing, negotiating and analysing costs for tenders and contracts
- Attending meetings and recording advice on a range of legal and contractual issues.
- Measuring site quantities of the building works for interim payment certificates
- Reviewing valuing completed work and arranging for payments.
- Drafting Claims
- Track changes to the design and/or construction work and adjust budget projections accordingly.
- Liaise with the client and other construction professionals, such as site managers, project managers, and site engineers.
- Write reports.

RDP Community Builds 2020, 2022(Cape town, South Africa)

Annual Community Builds, Company Name: VHP RDP DELFT Blue Moon Constructions

Community Service Sep 2020,2022 total of 2 weeks.

- Teamwork and Team Building
- Charity work
- Used and took part in the building process of houses i.e., painting, laying bricks, housekeeping, etc

English and Communications Trainor and advisor

March 2022 – November 2022 Part-time (online)

- Training and building confidence in clients.
- Preparing slides for lessons
- Advising and teaching how to improve grammar and pronunciation.
- Write reports.

Mava Co 2020-2022 (Tutoring) Part time (online)

- Relaying information precisely and clearly to students
- Successfully creating the syllabus and holding interactive lessons online through Zoom
- Teach Grade 9 mathematics as well as English to Foreign Students
- Preparing comprehensive and engaging lessons (Maths, Physics, Chemistry, etc)
- Preparing Reports after completion of the scheduled lesson plans

Taimu Legal Practice 2015, 2019 (Front desk, general upkeep)

- Providing timely and accurate pay slips every month, maintaining the highest level of confidentiality.
- Writing Entries and Checks, Providing, calculating, and adjusting loans
- Responsible for the bank's sensitive financial information, and able to handle transactions discreetly and possess integrity.
- Gained a basic understanding of accounting principles.
- Developed soft skills and interpersonal engagement and customer care with clientele.

EDUCATION

- **UNIVERSITY OF CAPE TOWN**

BSc Construction Studies

- **CAMBRIDGE INTERNATIONAL**

Advanced Subsidiary Level (AS LEVEL),

- **CAMBRIDGE INTERNATIONAL**

International Certificate of Secondary Education (IGCSE), Top Achiever

CERTIFICATIONS

- **BRITISH COUNCIL IELTS CERTIFICATION**

International English Testing System (IELTS),

In this English proficiency exam, my overall band score was 8.0.

- **HARVARD BUSINESS SCHOOL**

Harvard X Executive Education: Economics and Entrepreneurship Economics

- **TRINITY COLLEGE LONDON**

Grade 1(with distinction) and 2 musical theory completion.

- **ROYAL ACADEMY OF DANCE**

Grade: Classical Ballet Grade 3 up to Intermediate (pass with distinction)

LEADERSHIP

- Chartered Institute of Building (CIOB) Tomorrow's leader's representative (Cape Town & Sub-Saharan Africa), Engagement Committee Delegate (UK) Currently
- Head of Marketing and Media Association of Built Environment Students (ABES), Treasurer ABES, Head of Communication and Networking (ABES)
- Second in Command, Annual Community Builds
- Debate and public speaking Team Captain
- Student Advisory Committee, Sports House Captain

AWARDS

- **UCT Plus Award(2021,2022)**
Recognition for outstanding hours and work as a leader toward helping the community
- **CIOB (Chartered Institute of Builders) student ambassadors award**
Chosen to represent your CIOB to students and act as a liaison between the UCT, CIOB, and current student body.
- **World Scholars Cup,(2018)**
A total of 13 medals and my team came third in the challenge category. I took first place in the science category for the Seniors division.

COMMUNITY DEVELOPMENT

- **MEASURING CLUB**
I am the founder of the club, and its initiative is to help students understand and increase their capacity to take precise and accurate measurements as future quantity surveyors.
- **ADOPT A SCHOOL, UCT**
We help guide students on questions in mathematics and English, and mark their tests at the end of each session.
- **ECO-BRICK DRIVE**
Collecting plastic water bottles to use as recycled bricks to build and renovate a preschool in Muizenberg.
- **ASSOCIATION OF BUILT ENVIRONMENT STUDENTS,**
Part of the executive committee as Treasurer and Networks manager, Head of marketing and media.
- **ADVOCATES FOR REDCROSS,**
As a collective group, we came up with ideas and strategies of how to raise money and various resources to better impoverished and devastated communities.
- **CHESHIRE HOMES, JAN**
Every week, I visited the disabled and orphaned children in Cheshire homes and engaged in various forms of entertainment with them.
- **GABANE TEACHING**
Here I used my skills to help grade 7 pupils prepare for their PSLE exams in various subjects, including.
- **LIBRARY RENOVATION**
Driven by our interest in interior design and architecture, a peer and I transformed an empty Kamogelo day care centre room into a comfortable reading area and library. Successfully renovating it using funds raised through donations.

REFERENCES: Available Upon Request