

## **Zahier Ahmed**

Birmingham, West Midlands, United Kingdom

Tel: 07871685599

Email: zahierlahmed@gmail.com

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An exceptional driven individual with outstanding communication and interpersonal skills gained from frequent customer interaction and of a graduate calibre, able to negotiate with key stakeholders and contractors at any level with advanced IT skills and administrative ability coupled with project management and data analysis skills gained from graduate research, after studying a RICS accredited MSc in Quantity Surveying I now have a thorough understanding of integrated project delivery, advanced quantification, contract law, cost management, sustainable construction and a good understanding of the various types of contracts used in the industry such as JCT and NEC. I am now looking to build on this knowledge and gain technical skills and work experience while in a role as a Graduate Quantity Surveyor and I am eager to pursue RICS charter ship.

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### **Education and Qualifications Gained**

#### **Birmingham City University:**

Quantity Surveying (MSc) -Merit

**(September 2018 - September 2019)**

#### **Coventry University:**

Medical and Pharmacological Sciences (BSc Hons) - 2:1

**(September 2013 - July 2016)**

#### **Joseph Chamberlain Sixth Form College:**

A Level's - Sociology, Biology, ICT

**(September 2011 - June 2013)**

#### **Yardley's Secondary School:**

11 GCSE'S - A-C

**(September 2006 - July 2011)**

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### **Employment History**

#### **Quantity Surveying Work Experience - Lyndon Harper Consultants (September 2019 - October 2019)**

- Shadowing & assisting senior quantity surveyor in day to day tasks
- Assist with take-off for new build housing projects using NRM2
- Creating Bills of Quantities from take-off measurements
- Obtaining quotes and pricing of sub-packages of construction work through individual suppliers

#### **Customer Assistant - Morrisons Supermarkets Plc**

**(August 2018 - August 2019)**

- Provide exceptional service to customers within the store
- Follow processes and procedures that are set out by managers
- Work with fellow team members to ensure stock is worked and excess is stored away neatly
- Engage in company learning to ensure personal development

#### **Operative - DHL Supply Chain (Jaguar Land Rover)**

**(July 2017 - June 2018)**

- Working with fellow team members to ensure KPI's are met and track downtime is prevented
- Using MHE to move parts from storage to lineside
- Ensuring the customer (JLR's) needs are always met and that parts arrive on time all the time
- Working in a fast paced stressful environment
- Displaying exceptional customer service for the contractor and handling any queries by group leaders quickly and effectively

#### **Ramp Agent - Airline Services Handling**

**(May 2017 - July 2017)**

- Working with team members on a daily basis to service aircraft for quick turnarounds
- Operating to strict COSHH and health and safety standards
- Working to strict operational time limits which if not met would incur financial penalty on the business
- Accurate record keeping and timesheet tracking of aircraft serviced

#### **Ramp Agent - Swissport**

**(March 2017 - May 2017)**

- Working with aircraft on a daily basis to load/unload cargo.
- Ensure aircraft and personal safety at all times.
- Follow strict operational procedures and work to time deadlines which if not met incur a financial penalty on the company.
- Work effectively as a team member or individually to carry out appointed tasks

**Administrator - Allure Beauty LTD****(December 2016 - March 2017)**

- Handling telephone enquiries from customers & suppliers as well as managing business social media accounts.
- Carrying out audit & stocktaking tasks.
- Creating business reports and spread sheets.
- Managing the company director's diary and setting up meeting with suppliers, investors, and customers.
- Handling payroll and submitting company accounts

**Domiciliary Care Assistant - Nationwide Care Services****(September 2016 - November 2016)**

- Observing, monitoring and recording patients' conditions by taking temperatures, pulse, respirations and weight.
- Communicating with patients, relatives and carers.
- Assisting with clinical duties.
- Personal care including infection prevention and control, food, personal hygiene and overall reassurance, comfort and safety.
- Working within a fast paced stressful environment within strict time limits.
- Utilising exceptional interpersonal skills to deliver outstanding client care

**Cashier - Compass Group****(May 2016 - August 2016)**

- Worked as a cashier handling large amounts of money.
- Working within a team as an effective cohort to deliver exceptional customer service.
- Meeting members of the public and engaging with them displaying care and attention to their needs and concerns.

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**Key Skills**

**Communication** - Excellent interpersonal and communication skills from frequent interaction with the public during my time as customer care steward, working as a ramp agent and during my time interacting with customers and staff when working in hospitality/retail, as well as working with a diverse range of people during my role as a domiciliary care assistant.

**IT skills** - Extensive experience using programs such as Microsoft Word, PowerPoint and Excel, including inputting data, conducting basic formulas, displaying data in a graphical format and use of multiple spread sheets as well as the use of Outlook.

**Team work**- Working within a team has been a requirement of previous employment and academic work through problem based learning and presentations to fellow students. Demonstrating a clear commitment to team environment dynamics, interjecting viewpoints and able to follow commands when appropriate as well as leading the group and delegating tasks when necessary.

**Organisational Skills** - Working at Allure Beauty LTD, involved the organisation of client meetings, organisation of shipment deliveries and stock checking as well as ensuring all relevant spread sheets were maintained and organised, as well as project managing for sales events and submitting company accounts.

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**Extracurricular Activities and Interests**

- Raised £1200 for Birmingham Children's hospital through the organization of a charity ball event.
- Former course representative.
- Tennis, Reading Literature and going to the gym to promote an active lifestyle which reflects in my work ethic
- Full clean driving licence with access to own vehicle.
- Student member of RICS

***References available on request***