

Sahil Sharma

I am an aspiring graduate from Kingston University with over three years of experience as an estate agent. Strong foundation in construction economics, project management, and property valuation. Proven ability to negotiate effectively, communicate with clients, and manage relationships. Throughout my academic journey, I strived to achieve the highest marks in coursework and actively engaged in extracurricular activities, developing a comprehensive understanding of cost estimation, tendering processes, and contract administration. My experience in the property market has equipped me with a unique perspective on property valuation methodologies, market trends, and client needs. I excel in fast-paced environments, where I leverage my analytical mindset and creative thinking to drive innovation and optimize project outcomes.

Education

SEPTEMBER 2021 - MAY 2024

BSc Quantity Surveying / Kingston University London

Modules completed: Structures, Materials & Construction Methods, Construction Management & Site Investigation, Engineering Design, Applied Mathematics & Computing Applications, Commercial Construction Technology, Design Economics & Cost Planning, Law in Contract Administration, Advanced Measurement, Consultancy, Professional Practice in Context, Project Management, Individual Project

Achieved: 2:1

SEPTEMBER 2014 – JUNE 2021

The Westgate School / Slough, UK

GCSEs and A – Levels

A-Levels: Business Studies – A, Psychology – D, Maths – E

GCSEs: Maths – 8, English Language – 6, English Language – 5, Combined Science – 8-8, Religious Studies – 6, OCR Enterprise and Marketing – Level 2 Distinction, Drama – 5, French – 4

Experience

SEPTEMBER 2021 – CURRENT

Senior Negotiator / Seymours Estate Agents, Staines

- Registering sales and lettings clients, understanding their requirements and matching them to the right property.
- Conducting viewings around sales and lettings properties, negotiating offers between vendors, landlords, prospective buyers and tenants.
- Progressing a sale and making sure all parties involved in a sale or in a chain are up to date and are going through smoothly.
- Progressing tenancies and potential move in's ensuring all legislations and legal requirements have been followed and tenants have been vetted and have completed their tasks ahead of completion.

JUNE 2021 – SEPTEMBER 2021

Lettings Negotiator / Chancellors Estate Agents, Slough

- Accompanying viewings with prospective tenants, dealing with telephone and email inquiries from prospective tenants.
- Processing payments (deposits + first month's rent etc) negotiating offers under the direction of the lettings manager and keeping in all parties well communicated.
- Negotiating with existing and potential clients on new tenancy agreements or new business contracts under the direction of the lettings manager and applying for tenant references and assisting progress to a conclusion.

JUNE 2019 – MARCH 2021

Team Member / KFC, Slough

- Main job duties included serving customers on tills and drive-thru and preparing food within a time limit ensuring customers receive high standard of food.
- Customer service responsibilities include greeting customers, taking orders, and completing customer transactions on the cash register.
- Daily cash handling on till and assisting morning safe counts ensuring the amount is correct and cash is safe.

MAY 2020 – SEPTEMBER 2020

Customer Service Agent (NHS Test and Trace) / SITEL, UK

- Working as part of a call centre team to drive positive target results and reach KPI's to further reach the national objective to isolate and stop the spread of COVID-19.
- Always Communicating professionally and sympathising with concerned members of the public over the phone and keep confidential records and financial information private and secure.
- Assisting contacts and cases with security concerns, personal records, or flagged issues on the system.

Skills/Attributes

- Strong foundation in construction economics, project management, and property valuation
- Excellent negotiation skills honed through three years of experience as an estate agent
- Effective communication abilities, both verbal and written, with a focus on client management
- Proficiency in cost estimation, tendering processes, and contract administration
- Ability to thrive in fast-paced environments and adapt quickly to changing circumstances
- Analytical mindset and creative problem-solving skills to drive innovation and optimize project outcomes
- Ability to collaborate effectively with diverse stakeholders to achieve project goals
- Able to speak fluent English, Punjabi, Hindi and Urdu
- Clean UK driving license