

Tadiwa TAIMU

Names: Tadiwanashe Ruvarashe Taimu

Gender: Female

Language Proficiencies: English, Shona, Setswana,



KNOWLEDGEABLE • PRINCIPLED • MANAGEMENT •

PROFESSIONAL PROFILE

- Highly motivated and ambitious with the ability to give timely and, 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

Team Management	Negotiation
Interpret Plans and Drawings	Green Building
Procurement	Site Management and Visits
Quantity Surveying	DimX
Marketing and Media	Contractual Law
Strategic Planning and Direction	Project Delivery
Diligent	Drafting BOQ

PROFESSIONAL EXPERIENCE

Assistant Project Manager

MDA Projects· South Africa,(Western Cape)

Nov 2023 - Currently

- Site Visits.
- Attending meetings
- Analyse data and prepare reports and presentations to clients and stakeholders.
- 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.
- Assist with quality control by checking materials and workmanship against specifications.
- Review contractual documentation in line with the PROCSA
- Manage project databases and spreadsheets and document control software.
- Learn and utilise relevant construction project management software.
- Create Project Programmes and Highlight milestones

Quantity surveying Intern

Watermarque Consultancy· South Africa,(Western Cape)

Nov 2022 - Jan 2023 · 3 months

- Site Visits.
- Updating and revising drawings on the system

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- 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
Dates Employed 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**
B.Sc. CONSTRUCTION STUDIES,

- **Cambridge INTERNATIONAL**
Advanced Subsidiary Level (AS LEVEL),

- **CAMBRIDGE INTERNATIONAL**
International Certificate of secondary education (IGCSE), Top Achiever

- **BRITISH COUNCIL**
International English Testing System (IELTS),
In this English proficiency exam, my overall band score was 8.0.

- **HARVARD BUSINESS SCHOOL**
HarvardX Executive Education: Economics and Entrepreneurship Economics and Entrepreneurship

- **TRINITY Music 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)

COMMUNITY DEVELOPMENT

- **MEASURING CLUB, 2022**
I am the founder of the club 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 test at the end of each session.
- **ECO-BRICK DRIVE,2020**
Collecting plastic water bottles to use as recycled bricks in order to build and renovate a preschool in Muizenburg.
- **ASSOCIATION OF BUILT ENVIRONMENT STUDENTS,**
Part of the executive committee Treasurer2021 and Networks manager2022, Head of marketing and media.
- **ADVOCATES FOR REDCROSS, 2018**
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 2014-2015**
On a weekly basis I visited the disabled and orphaned kids in Cheshire homes and engaged in comprehensive forms of entertainment with them.
- **GABANE TEACHING, 2014-2015**
Here I used my skill to help grade 7 pupils prepare for their PSLE exams in various subjects including.
- **LIBRARY RENOVATION, 2012**
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.

LEADERSHIP ROLES

- Chartered Institute of Building Tomorrow's leaders representative (Cape Town), Engagement Committee Delegate (UK)
- Head of Marketing and Media Association of Built Environment Students (ABES), (2020) Treasurer ABES(2021), 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.

REFERENCES

Name: Inge Van Neikerek.

Position: Director

Company: Watermarque Consultancy

Name: Nkanyiso Mbatha

Position: Project Managers Development at Nedbank CIB

Name: Nthando Khuzwayo

Position: CIOB Qualifications Liaison Manager

Name: Robert Muzvidziwa

Position: Senior Quantity Surveyor

Company: China JiangSu

Name: Vuyani Lingela.

Position: Founder and Owner of Mava. Co

Company: Mava.Co