

NESRIN AL FADEL

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PROFILE

8 years solid experience in an International Real Estate development company have got many land mark projects in Abu Dhabi such as Ferrari World, YAS Hotel and many other international projects. My Experience was in Administration field/ Sales, Travel & Events along with a strong customer focus and administration skills, goal oriented and self starter, effective presentation and good verbal and written communication skills, proven ability to complete projects to the highest standard with attention to the details and within agreed deadline, team player who always preserves to achieve the best result out of team with good planning skills, able to solve problems, all have been utilized during my study in **Interior Design**, where the logical process of each project took place as well as the technical supporting drawings and all related perspectives to come up with a creative, fully comprehensive and functional project.

Now seeking to respond to new challenge, contribute and lead in due course to an active and efficient role within your organization in interior design field which will widen my knowledge and utilize my skills.

QUALIFICATIONS / EDUCATION:

- **Interior Design at AAD (Academie des Arts et Du Design)** – TECCART Institute, Brossard, Qc. From 2011 -, 2013.
- **Business Management HPL Diploma** (Higher professional Level in Business Management from University of Cambridge, includes (Strategic Marketing, Strategic Management, Finance, HR Planning, Information Technology, Organization Behavioral & Change Management)- UK.
- **IATA Management Diploma** – Issued by IATA/UFTTA Institute, Montreal – Canada.
- **English Literature Institute** – Education Qualification Diploma in English Language (**Teacher Training Institute**) Damascus – Syria, 1996 for two years.

Computer Skills:

- Very good command of 2D AutoCAD/3D AutoCAD
- 3D Studio MAX
- Sketch-Up, Photoshop, Sketch Book Pro.
- An Idea of Chief Architect, 20-20 Technology, In-Design.
- Strong command of Microsoft – Office (Word, Excel, Power Point, Outlook)
- Oracle Data Base
- Ticketing Reservation System “AMADEUS”

Other Task related Skills

- Strong analytical skills to make decision, ability to solve problems and deal with difficult people.
- Drafting, Laying Out, and Specifying Technical drawings, render design ideas and estimate materials and products, ability to sell ideas.
- Able to develop, design or create new application, ideas, relationships or products, including artistic contributions align with managing the financial resources.
- Languages: English, French (basic communication & well understanding), and Arabic.

Academic Experience in “Interior Design”:

Commercial Restaurant of 160 persons (Concept, Market Study, Floor Layout, Materials, Elevations and technical details)

4 Stories **Hotel** (Concept, Log Sheet, Floor Layout, Materials, 14 3D Perspectives, Technical Interior construction Plan, reflecting ceiling plan, details)

2 Bedroom **Condo** (Log, Floor Layout/plan, Elevation, Materials, 7 Perspectives)

2 Story **House** (Plan, Axonometric Drawing, 2 Perspectives)

Technical Drawings: Full Modern Kitchen includes technical details, perspectives, products, Equipment and Materials.

Lighting plan project for the Hotel Reception, Bar Lounge, Lobby and 2 rooms (calculation of lumen required to decide on the quantity and quality of the lights required in the space given.

2 months internship at **LABRIE DAIGLE Design Studio**, Montreal. Working on different type of projects and conducting different tasks such as, technical CAD drawings, sketches, rendering, ordering samples and taking care of the Material library, site survey, Photoshop rendering ... all works conducted at a high level and upto their expectation.

Working as Free-Lancing job with different design companies and designers. (some projects in hand)

EXPERIENCE:

2007–2009 **Admin. Supervisor** at **ALDAR Properties PJSC/Abu Dhabi, UAE,**

- Setting up the Department Policy & Procedures/requests forms.
- Organizing in-house events (Gala Dinner 2006-2009, Safari days , AGM & Company Presentation 2009)
- Department correspondence, Team KPIs & Quarterly Achievement Report of the Department.

2006 – 2008 **Sr. Travel Coordinator / Administration Department- ALDAR**

- Managing in-house Travel Department& handling company's business trips.
- Proposing travel policy according to the international standard in terms of per diems, travel reimbursements, travel budgets...etc. Arranging MICE.
- Signing contracts w/international + local airlines & agencies in terms of air fare, special discounts, leisure, holidays etc....

2005 – 2006 **Assistant Sales Manager / Sales Department- ALDAR**

- Projects launching, staff KPI's, Sales Process, Admin Work.
- Customer data base and contracts.

1997-2005 **Executive Secretary** at **ACTG – H.H.Sh. Saeed Bin Zayed office – Abu Dhabi, UAE**

- Prepare reports, memos and minuets of meetings, Providing all secretarial works to the Vise Chairman and Managing Director.

1996-1997 **Front Office Receptionist/Reservation** at **Novotel Centre Hotel – Abu Dhabi, UAE**

- Dealing with reservations, confirmation, and checks in-out.
- Training as a front office Cashier.

TRAINING & DEVELOPMENT CERTIFICATES:

- **Customer service certificate** (Dealing with difficult people & difficult situations, professionalism, positive sales attitude and sales training)
- **Negotiating skills course** – *ScotWork*.
- **Mastering motivation training course** – *Rogen SI*
- **Time Management Workshop** – *Focus Management consultancy.*
- **Customer Service Work shop** - *Focus Management consultancy.*
- **The 7 Habits of Highly Effective People workshop**– *Franklin Covey.*
- **Office Professional's Mini MBA Workshop** - *Focus Management consultancy.*
- **Business English Intermediate course**– *ALDAR.*
- **Effective Minutes taking course**– *Select training and Management Consultancy.*
- **Extreme PowerPoint course** – *Offsets Abu Dhabi – Satellite the presentation experts.*
- **Getting Things Done, Setting Priorities and Multi-Tasking Course**-*Select Training and Management Consultancy.*
- **First Impression** – *the Know how training.*
- **Better E.mails, Letters and Memos certificate**- *British Council.*
- **The 4 Disciplines of Execution Workshop**- *Franklin covey*
- **Finance for non- Finance**

PERSONAL TRAITS

- Motivated, enthusiastic, hard-working, reliable, consistent and ability to build trust and credibility.
- Collaborative; willing to take guidance, and support other team members

REFERENCES:

References and Portfolio available upon request.