

# Shakil Ahmed MRICS

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- MRICS Chartered Surveyor Registered Valuer

## CAREER OBJECTIVE

My interest in property began from a young age, whilst assisting my parents in various property development projects, by supporting all aspects of development from property renovations, loft conversions to project management of new and existing properties. As an undergraduate I focused on acquiring a solid background on general economic theory surrounding the property market. I then commenced on an MSc course, after completing an extended internship at Manhattan Properties, confirming my enthusiasm and commitment to a property career. I am ambitious, enthusiastic and hard working with a keen desire to prove myself in a fast moving commercially orientated chartered surveying career.

## EDUCATION

Postgraduate: (2008 - 2009)	Sheffield Hallam University	Property Appraisal & Management MSc: Merit
Undergraduate: (2004-2007)	The University of Sheffield	Economics BA (Hons): 2.2
A-Level: (2001-2003)	Bolton Sixth Form College	Economics: A, Computing: B, Business Studies: B
Advanced Extension Award (2003)	Bolton Sixth Form College	Economics: Merit
GCSE: (1996-2001)	Smithills School, Bolton	9 A to C (3 A's, 2 B's, 4 C's)

## WORK EXPERIENCE

<b>Director: Foundation Surveyors London</b> (April 2016 – Ongoing)	We undertake various surveys and valuations, for both residential and commercial properties. Some of these include Building surveys, Condition Survey, Homebuyers Survey, Probate valuations, Insurance valuations, Business Rates, Capital Gains Tax valuations, Inheritance Tax valuations, Lease Extension / Enfranchisement valuations, Matrimonial valuations and Shared Ownership valuations. We also have many years of experience in producing Expert Witness Reports for Housing Disrepair Claims, acting on a Sole and Joint basis, on behalf of tenants, local governments and housing associations. We are proficient in assessing defects to confirm whether they are subject to Section 11 of the Landlord and Tenant Act 1985.
<b>Residential Surveyor: Valuation</b> East London (March 2014 – March 2016)	Undertaken secured lending valuations and homebuyer surveys for all types of residential properties across East London. Clients include all major high street lenders, housing associations, and private clients. Promoted and cross-sold services where possible and developed client relationships with local Agents. This experience has helped to hone my valuation, reporting and time management skills, as tight deadlines are the norm in this market.
<b>General Practice Surveyor: Edward Payne &amp; Veness</b> South Croydon (April 2013 – February 2014)	Undertaken Redbook valuations for various commercial and residential properties including homebuyer surveys, right to buy valuations, lease extensions, rent reviews, lease renewals and business rates. Promoted and cross-sold services where possible and developed client relationships. This experience has helped to improve my valuation skills and provided me with relevant experience required to succeed in a General Practice role.
<b>General Practice Surveyor: The Coupers Partnership.</b> Macclesfield (March 2010 – July 2012)	Assessed most types of commercial properties for the purpose of Business Rates. Worked in various teams including agency, valuation and rating. Surveyed most types of commercial and residential properties. Undertaken Redbook valuations for various commercial and residential properties including homebuyer surveys. Carried out development appraisals, rent reviews and lease renewals. Promoted and cross-sold services where possible. Provided effective advice to clients when required, and effectively managed and developed client relationships. This experience has helped to develop my valuation and negotiation skills.
<b>Graduate Surveyor: Dennis Rigby &amp; Co.</b> Salford (Sept 2009 - March 2010)	Independently surveyed various commercial properties for valuation purposes. Negotiated with various Valuation Offices to reduce client's business rates liability. Helped promote the company by generating leads through direct mail and follow up calls. Designed a new database for client data, as previous one was outdated. Secured a major client for the company through cold calling, meeting and negotiating terms. This experience gave me a better understanding of the technicalities of the property market and allowed me to start my APC.
<b>Student Internship: Manhattan Properties.</b> Bolton (Oct 2007-Jul 2008)	Worked closely with surveyors on visits, whilst valuing premises and lent support when assessing properties for business rates, acquisitions and disposals. Was also introduced to other elements of the business by assisting in various tasks such as arranging appointments with clients for property surveys, managing investment properties, arranging viewings for potential tenants, coordinating maintenance repairs and assisted in landlord and tenant queries. This invaluable experience gave me a better understanding of the practicalities of the property market, and allowed me to confirm my deep-rooted interests in the property market.
<b>Marketing Agent: Gekko. Touchdown Promotion.</b> North West Region (Jan 2005- Jul 2007)	Worked for two Marketing Agencies, supporting various marketing campaigns. Was required to generate interest to promote the launch of a range of new Products. Worked in various locations all over the North West representing an assortment of market leading Clients including Apple, Borjois, Epson, Panasonic, Samsung and Universal. Promoting everything from Digital Cameras, Laptops, Printers, mp3 Players to women's Make Up. Have also worked in a number of leading retailing outlets from Asda, Boots, Currys Digital, John Lewis, Littlewoods, Matalan, Morrisons to PC World. This experience has enhanced my marketing, communication and sales skills. I consistently exceeded sales targets.
<b>Account Representative: Royal Bank of Scotland.</b> Bolton (Sep 2004- Jan 2005)	Worked on customer's student bank accounts. Main task was to open student accounts whilst ensuring customer details were accurate, sufficient ID was provided and validating the various forms of ID. The job mainly required me to work independently, however in peak periods I assisted members of staff to ensure all tasks were carried out to a high standard to guarantee quality service to customers. This experience improved my team working and ICT skills, as I was required to master a number of specialist software.

## SKILLS

<b>Customer Service / Sales</b>	Working for Vertex, in the Promotions Department developed my skills in Sales and Customer Service through actively increasing the customer base and maintaining loyalty by empathising with customer problems. Awarded Tesco Club Card points at my discretion, to customers who I felt deserved compensating for problems they may have encountered related to Gas and Electricity contracts we supplied. Customer satisfaction was paramount, with a view to increase sales using appropriate incentives to persuade Customers to switch energy supplier. Consistently exceeded sales targets and on occasion was recognised as employee of the month.
<b>Communication</b>	As Team Manager for Auto-Connect I helped develop a client base through cold calling via telephone and in-person visits, networking with several Chamber of Commerce groups to develop referrals, build relationships and increase sales. Was also responsible for Press relations, direct response advertising and media buying to ensure value for money and a guaranteed number of leads per month. Conceived Trade Show promotions that attracted over 40% of conference attendees to company's first time exhibit and developed strategic alliances with key industry bodies. These skills were further developed as a Presenter for Ramadan Radio.
<b>Negotiation</b>	Frequent negotiation was necessary as a Rating Surveyor, achieved through daily contact with Valuation Officers all over England & Wales, negotiating reductions in clients Rateable Values. This required competent knowledge of Rating, confidence, resilience and outstanding interpersonal skills to build natural rapport with Valuation Officers to facilitate a good working relationship, with a view to achieving a win – win strategy to enable productive discussions so that a desired outcome is achieved, whilst learning to overcome the various obstacles of negotiation.
<b>Team Working</b>	Led my own sales team while working for both Auto-Connect and Travel Masters. As a Telesales Advisor used effective communication techniques to facilitate Holiday sales. I have excellent interpersonal skills with a definite ability to define and achieve sales goals in competitive Markets. Was promoted to Team Supervisor after just one month. Submitted daily presentations to help increase morale and provided effective training with a view to improve sales techniques in order to facilitate an increase in sales. As a result my team consistently exceeded sales targets.
<b>Marketing</b>	As a marketing agent, I was involved in organising a number of activities, trade shows and setting up point of sale stands in order to effectively promote a range of market leading clients in a number of leading retailing outlets. Was first required to determine where to locate the stand, where it would be most effective in catching attention and generating interest, then setting it up piece by piece. Used persuasive marketing techniques to highlight the unique selling points of each product that the client wanted to promote. Also offered training to employees to emphasise the most effective way to promote the product. Frequently exceeded sales targets, occasionally sold out stock and received positive feedback from store managers.
<b>Project Management</b>	Have been involved in a major development of a block of flats for resident students at the University of Bolton. Assisted the project manager at Manhattan Properties on all aspects of the project from obtaining planning permission, purchasing the land, liaising with the architect, supervising builders to redecorating inside and out. The project was completed successfully on schedule.
<b>ICT</b>	Designed and provided technical support with the current Database, and Internet on-line ordering for Auto-Connect. Also assisted with Computer and graphic design, including Web page design and development of E Commerce. Have a Proven ability to quickly learn & utilise new methods, systems, & procedures. Also whilst working for Manhattan Properties was introduced to Circle and Pro Dev 4.

## INTERESTS

<b>Travel</b> (Apr 2002 - Jan 2003)	Travelled around the world solo from South America, South Africa to South East Asia visiting a total of 10 countries over a nine-month period. Came into contact with a diverse range of people and cultures. Also whilst abroad, engaged in a variety of extreme sports from jumping the world's highest bungee, mountain biking down the world's most dangerous road, skydiving, and shark cage diving for charity.
<b>Music</b>	Find it very interesting and exciting to blend music using a variety of mixing techniques to achieve desirable effects. Have promoted myself as a Disk Jockey by cold calling various bars and nightclubs, and offering my services for free, for the first night. This technique has proved very successful, as I have secured employment at many leading local nightclubs and bars.
<b>Sports:</b> - Football - Cricket - Scuba Diving - Boxing - Thai Boxing	As a keen sports fan, in particular, football, and have captained for Bolton Lads and Girls Club as a young teenager. Also played at a competitive level in university inter-hall leagues. Play cricket regularly in the summer for my local team. Qualified as an Open Water Scuba Diver. Have an Amateur boxing license and have participated in many licensed Amateur bouts. On my travels discovered Thai boxing. I highly prioritise fitness training, and find it jubilant and challenging to push myself to the limit for both mental and physical gain.
<b>Presenter for Ramadan Radio (2007)</b>	Presented the evening show. Involved in organising contracts with advertisers, prize giveaways for ongoing competitions and moderating political debates.

## REFEREES

Details available on request