



# AFINA ARIF

## PROJECT CONSULTANT

### PROFILE

Results-driven Project Strategist with 2+ years of experience managing and supporting end-to-end projects across construction, interior fit-out, and renovation sectors. Proven ability to handle multiple projects simultaneously, ensuring timely delivery, cost efficiency, and quality standards. Adept at transforming strategic goals into actionable plans.

### SKILLS

Project Planning & Scheduling	<div></div>
Client & Stakeholder Coordination	<div></div>
Authority Approvals Handling	<div></div>
Budgeting & Resource Management	<div></div>
Site Execution Monitoring	<div></div>
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### CONTACT

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- Dubai
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### EDUCATION

- University of Calicut | 2021-2023  
**Master of Business Administration**  
Marketing Management & Human Resource Management
- KTU | 2017-2021  
**BTECH- Bachelor of Technology**  
Civil Engineering

### WORK EXPERIENCE

UAE , Dubai | Jan 2024 — Present  
**Project Strategist**

- Develops project strategies, sets goals, and ensures smooth execution to meet deadlines and budgets."
- Coordinates teams, monitors progress, and aligns project plans with business objectives.
- Leads project planning, tracks milestones, and manages risks to ensure successful delivery.
- Supports cross-functional teams in executing strategic projects and improving workflows.
- Turns ideas into actionable plans, managing tasks, timelines, and outcomes effectively.

Kerala, India | Jan 2021 — Dec 2023

#### Project Coordination

- Assists in planning, scheduling, and coordinating project activities to ensure timely completion.
- Supports project teams by tracking progress, managing documentation, and maintaining communication.
- Coordinates between departments, monitors deadlines, and ensures smooth project execution.
- Helps manage project tasks, update reports, and communicate with stakeholders
- Maintains schedules, organizes meetings, and ensures all project parts run efficiently.