



PROFILE

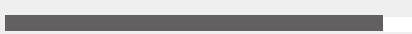
Results-driven Project Strategist with 2+ years of experience managing and supporting end-to-end projects across construction, interior fit-out, and renovation sectors. Proven ability to handle multiple projects simultaneously, ensuring timely delivery, cost efficiency, and quality standards. Adept at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

SKILLS

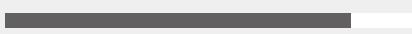
Project Planning & Scheduling



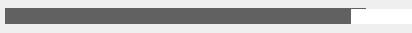
Client & Stakeholder Coordination



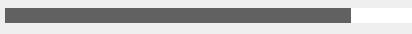
Authority Approvals Handling



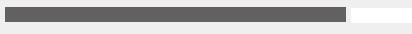
Budgeting & Resource Management



Site Execution Monitoring



Site Execution Monitoring



CONTACT

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AFINA ARIF

PROJECT CONSULTANT

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.