

ANISA ABDUL RAHIM

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PROFESSIONAL SUMMARY

I am a native Malay speaker and an enthusiastic translator from English to Malay and vice-versa. I have a Degree in Architecture and an MBA holder. My career has spanned over 15 years, firstly as an MBA post-graduate and a Part II Qualified Architectural Assistant with hands-on experience in government procurement and tender processes and documentation for construction. My architectural career spanned projects in Malaysia, UAE and London. Emigrated to the UK more than a decade ago – hence, I am happy to be your go-to should any translation require that extra bit of authenticity or knowledge from a cultural perspective. I am passionate about sales and marketing and enjoy enrolling customers about products and closing deals. I have an impressive track record in sales and a natural communicator who is self-driven go-getter with regards to translating high-impact copy that can move the needle from a sales and marketing perspective. This includes having built my own art brand and having sold multiple artworks to investment banks and to the co-owners of Battersea Power Station.

AREA OF EXPERTISE

Native Malay Speaker ♦ English To Malay Translator ♦ Sales ♦ MBA ♦ Architecture ♦ Procurement & Tender Documentation ♦ Construction Business ♦ New Homes Sales Negotiation ♦ Sales Administration ♦ Relationship building & networking ♦ PR ♦ Marketing ♦ Creativity ♦ Property client liaison ♦ Project Management ♦ Negotiation ♦ Promotion ♦ Social Media ♦ Architectural Design, Tender, Construction and Detailed Drawings ♦ Procurement / Budget Management ♦ Architectural CAD Design (Vectorworks 2D & 3D) ♦ Concept Design ♦ Content Management Systems (e.g. Wix) ♦ Photography ♦ Hand-Sketching ♦ Arts, Travel & Culture ♦ Teamwork ♦ Internal Communications ♦ UNESCO ♦ High-level Communication
♦ Trilingual: English (native), Malay (native), Indonesian (fluent) Classical Arabic (read & write)

PROFESSIONAL EXPERIENCE

Teamsales Ltd
New Homes Sales Specialist

November 2016 to 2020

Within my job role as a sales negotiator, I am responsible for promoting, demonstrating and aiding in the selling of properties to customers with whom I build relationships. I always aim to exceed expectations and ensure that every aspect of the new home meets customers' preferences. Responsibilities include:

- * Sales * Closing * New Homes Sales Negotiations * Sales Administration * Relationship building & networking * PR * Marketing * Negotiation * Promotion * Teamwork * Internal Communications *
- Communicating and liaising with existing and new customers at the Marketing Suite as well as over the telephone, including inbound and outbound calls, handling, at times, 200+ outbound calls per day.
- Meeting and greeting potential customers with warmth, focusing on possible enquiries, giving clearance for customers to express their needs clearly.
- Pre-qualifying prospects, explaining to customers details regarding "Help to Buy"- and guiding customers to correct mortgage advise via Financial Advisors.
- Maintaining high levels of customer service.
- Helping guide customers to various property preferences – whether apartment, house, detached, semi-detached, number of bedrooms – this involves a lot of listening and giving good feedbacks to client's needs.
- Navigating customers from the site model to available plots. Demonstrating homes, via brochures, floor plans and viewing of show homes.
- Customers follow up through phone and email - a lot of listening and communicating/giving good feedbacks.
- Appointment setting for reservations, along with reminders for customers to bring along appropriate ID.
- Assisting customers with choices for material finishes and home features.
- Assisting customers with house purchase completion.

For the following developers and developments:

Developers & Developments

Countryside Properties (UK) Ltd

- * Willow Grange, Maidstone
- * Riverside, Rochester
- * Horsted Park, Chatham

* Temple Wharf, Strood

Bellway Homes

- * Imperial Park, Maidstone

Countrywide Land & New Homes

- * Prime Place, Seven Oaks

Crest Nicholson Eastern

- * Green Oaks, Finberry

RPC Land and New Homes

- * Chequers Mews, Doddington, Kent

Persimmon Homes South East

- * Sandpipers, Minster On Sea

Redrow Homes South East

- * Archers Park, Sittingbourne
- * The Fairways, Herne Bay
- * St. Andrews Park, Halling
- * Abode, Ebbsfleet
- * Manor Park, Rainham

Keepmoat Homes

- * Queenborough

Bovis Homes Eastern Region

- * Orchard Fields, Maidstone

Personal Achievement as an Artiste

November 2010 to Present

One of my interests, Art, has provided an opportunity to run my own business and to develop commercial skills, such as: negotiation, sales, promotion, high-level networking and influencing. These skills have been important in arranging both appointments and exhibitions with prospects, as well as closing sales. Achievements include:

Sales

Commissioned Artwork with PNB (UK) Limited and Sime Darby Berhad

- ✓ I have been commissioned (sold) 4 artworks with Sime Darby Berhad.
- ✓ I have been commissioned (sold) for 4 artworks with PNB (UK) Limited. PNB is Malaysia's national investment savings bank. PNB and Sime Darby Berhad are co-owners of Battersea Power Station.

PR

- ✓ Cover of the Life and Times section of the New Straits Times newspaper, with a circulation of approximately half a million readers. <https://www.facebook.com/people/Anisa-Mandahiling/100063490074068/>
- ✓ Three paintings featured on CNN online news, hung in Sime Darby's Idea House show house design. <http://bit.ly/idea-house>

Exhibitions

- ✓ University of Oxford - Southeast Asian Studies Symposium (2016)
- ✓ Houses of Parliament, Portcullis House, London (2014)
- ✓ Malaysian High Commission, Belgravia Square, Malaysian Independence Day (2012)
- ✓ Solo artist representing Malaysia for International Women's Day at UNESCO Headquarters, Paris, France (2012).
- ✓ Exhibitions - <http://bit.ly/anisa-exhib>

A3 Associates, Parsons Green, London

May 2014 to April 2015

Part II Qualified Architectural Assistant

Working closely with the Director, incorporating my passion for residential property, I managed and executed architectural designs for renovations and extensions of luxury properties in Fulham, Chelsea and Kensington. The role relied on design and technical CAD skills, organisational and project management skills, and communication / interpersonal skills in liaising with clients on behalf of the Principal.

Cambridge Arts, Technology and Science (CATS) College - Canterbury, Kent
Residence Hall Coordinator

Aug 2012 to May 2014

My role revolved around safeguarding and promoting the welfare of young adult (16-19 years old) international students. The role required strong communications, listening and questioning skills to help understand student needs and requirements.

JKR (Public Works Department) - Kuala Lumpur, Malaysia
Part II Qualified Architectural Assistant

Sept 2008 to Feb 2011

JKR (PWD) is the technical arm of the government of Malaysia. JKR acts as the main implementing agency in carrying out development projects throughout Malaysia.

- Standardized Clinic Design for remote areas of Borneo - for the 11th Malaysia Plan. I created the vision and inception of small clinic designs implemented by the government of Malaysia. The designs were used for a nationwide clinic-building programme, bringing standardised healthcare to millions of Malaysians.
- I was involved from the inception, through to tender and procurement. I presented the scheme to stakeholders and shareholders on numerous occasions, including the Prime Minister of Malaysia, and Ministers for Health.
- Quality Assurance and Procurement:
 - Royal Ward Hospital - of outsourced consultants, over 2 years, of a budget over £35 million, ensuring value for money for JKR.
 - Penang, Malaysia - high-rise hospital intern apartments with a budget of £20 million.

GDP Architects - Kuala Lumpur, Malaysia
Part II Qualified Architectural Assistant

Aug 2005 - Sept 2008

- Relying on my MBA in Construction Business, I was put forward to present to procurement consultants for the urban design development of Al-Reem Island, Abu Dhabi, UAE - in brief and conceptually. This included the areas of development, i.e. central business district, residential areas, recreation area, conserved areas, how they interconnected and basic economic effects. I was fully involved from the inception of the urban guidelines to the urban design, through to building designs. Architecturally, I was involved in designing the Marina Quay complex.
- Mixed use development, such as retail outlets, residential, office blocks, and the marina quay
- New campus design and The Chancellor building design for Darul Iman University, Terengganu, Malaysia
- KKR Tower - New complex design for the Ministry of Public Works

EDUCATION & PROFESSIONAL DEVELOPMENT

MBA in Construction Business - International University Malaysia (IIUM) (2010)
 BA Honours, Architecture - Universiti Teknologi Malaysia (2005)
 Diploma in Architecture - Universiti Teknologi Malaysia (2001)

Courses

Self-Expression & Leadership Programme - Landmark Education (2012-14)
 JKR Leadership Training (2008)
 Construction Skills Certification Scheme (2008)

PORTFOLIO

Examples from my architecture portfolio are accessible here: <http://bit.ly/anisa-arch>