

Haifa Majdoub



Personal details



Haifa Majdoub



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Qatar



March 28, 1997

Software Skills

MS Office	●●●●●●
AutoCAD	●●●●●●
3DS max	●●●●●●
SketchUP	●●●●●●
Adobe Photoshop	●●●●●●

Skills

- Excellent written and verbal communication skills.
- Stress Management, Teamwork and collaboration skills
- A good understanding of the entire design and contrition procesa
- A great team player attitude
- A passion for interior and architectural design
- A good eye for design and exceptional attention to detail.
- Creative, artistic, adaptable, flexible and has a critical eye for details.
- Able to develop design to meet client's expectation and approval
- Proficient in the following software: Autocad. 3D Studio Max

Profile

A highly competent, self-motivated and enthusiastic individual, well-organized and proactive in providing timely services, able to communicate effectively in order to serve and assist a variety of customers, and able to resolve issues quickly and successfully to ensure the customer satisfaction.

Employment

Interior architect

07/2020-06/2023

Architect and Expert office « Mustapha Guezguez », Tunisia

Freelance

3D renderings, interior design projects

- Producing and overseeing interior fit-out drawings
- Delegate tasks and ensure drawings are to standard
- Visiting sites and assisting in construction supervision.
- Site surveys & designing joinery, bespoke furniture, lighting & fixed finishes
- Working as a team and individually, Coming up with design solutions
- Exceptional interior architecture understanding and skills, from the proven experience in high-end residential or hospitality projects.
- Assisting the design director with resourcing & costing for potential jobs
- Confirming and developing the client design brief
- Managing multiple projects simultaneously
- Leading site meetings as representative of the client

Architect Assistant

01/2020 -06/2020

« Fatma Mlayah », Tunisia

Provide architectural assistance to architects in developing construction plans.

- Prepare and develop layouts, elevations, cross sections in construction drawings.
- Assist architectural teams in dimensional surveys of buildings.
- Apply survey notes in architectural drawings with precise specifications.
- Assist and support architects in executing multiple architectural projects.
- Maintain all architectural drawings, plans, client specifications and survey notes in organized manner.

Receptionist and Admin Assistant (part time)

2019

Le Corail Hotel, Tunisia

- Perform all check-in and check-out tasks.
- Manage online and phone reservations.
- Provides administrative support to ensure efficient operation of office.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.

Education

Bachelor of Interior Architecture

2016 - 2019

Higher Institute of Arts Sousse, Tunisia

High school diploma

2016

Farhat Hached Msaken, Tunisia

Languages

English



French



Arabic



Certificates

3DS MAX certificate

2018

Horizon Academy Certificate

Internships

Architect Assistant Internship

Apr 2019

Helmi ben Slama Architect, Tunisia

