

VIOLET AYELA MISIKO

CURRICULUM VITAE-2014

P.O.BOX 7827- 00100

NAIROBI

Gender: Female
Marital Status: Married
Profession: Real Estate
Specialization: Valuation and Property Management
Years of Experience: Seven (7) years
Nationality: Kenya

Career Aspirations

To acquire first hand working experience and develop my career in real estate industry touching on areas of property valuations, estate agency, site acquisition, feasibility studies, environmental impact assessment and contributing to the strategic planning and financial growth of the organization I am engaged with and the country at large.

Education Background

2010 Oct – March 2012 - KENYA INSTITUTE OF MANAGEMENT
Diploma in Procurement (Purchasing and Supplies Management)

2002 – 2006 - UNIVERSITY OF NAIROBI
BA Hons. (Land Economics), 2nd Class Honors Upper Division

2001-2002 - KENYA COLLEGE OF ACCOUNTANCY UNIVERSITY (RUARAKA)
Institute of Management of Information Systems (IMIS)-Diploma in Management of Information System

1999-2000 BISHOP NJENGA GIRLS HIGH SCHOOL, WESTERN PROVINCE
Kenya Certificate of Secondary Education-B+ (82 Points)

Skills and Knowledge Profile

erty management, valuation, and estate agency

- § Land/Site acquisition
- § Computer knowledge
- § Procurement skills
- § Knowledgeable in legal aspects of property
- § Operations of NEMA and environmental sustainability
- § Land use planning and Local government operations
- § General Insurance knowledge
- § Good communication and negotiation skills

Work Experience

February 2013 to Date: UNIVERSITY OF NAIROBI- Estates Department

Position held-Estates Officer

Main Duties and Responsibilities

-Manage university's properties including lease administration, contract management, timely invoicing and rent collection/payments for owned and leased premises, ensure service charge audits are done, etc

-Carry out valuations for purposes of insurance, book purposes, sale, rent determination (rent assessment for lease purposes).

-Liaising with Maintenance Officer in regard to maintenance and repair of University houses

-Utility Management- co-ordinate activities in respect of electricity supply and water supply i.e. monitor usage, check and certify monthly payments, oversee and ensure contracted service providers provide quality services, ensure bills are paid on time, etc

-Land Management- coordinate space allocation by overseeing and advising the University Management on land/space allocation for lease purposes i.e. sites for

-Production of various reports to the University Management in relation to the duties and responsibilities assigned including reports on the performance of service providers, space audit reports, financial reports for leased premises among others.

-In charge of the department's website (www.estates.uonbi.ac.ke)-uploading and managing contents on the website

-Participate in the departmental Performance Contract matters Vi

April 2012 to June 2012: Provision of Consultancy services in Site Acquisition to Adrian Kenya-a Telecommunication company

March 2008 to March 2012: ***RYDEN INTERNATIONAL LIMITED.***
(Registered Valuers, Real Estate Agents and Sites Acquisition Agents) Position held –Property Manager, Assistant Valuer & Site Acquisition Officer.

Site Acquisition Officer (for GSM mobile Operators to install base stations)

Main Duties include:

- Site identification (using a GPS) /survey-identify, investigate and approach at least three property owners within given search area. Negotiating for and acquiring easements where necessary.
- Rental terms negotiation
- Ensure the legal documents i.e. Letter of offer and Lease are properly executed by property owner and relevant ownership documents are obtained from the property owner
- Prepare and submit Site Acquisition report to the clients
- Investigating ownership status in Lands registry or Local Authorities
- Organize and coordinate site visits with the property owner and operator's

atives/contractors, to technically confirm the suitability of the site;
te visit report.

- Ensuring the construction plans/drawings are approved by the landlord
- Coordinating and following up for National Environmental Authority (NEMA) Approvals
- Coordinating Local Authority Planning approval including application for extension of user plan for Greenfield's site, application for building permits and ensuring building plans are duly approved by the respective Local Authority
- Liaise with Operator's Legal team for the preparation of Lease Agreements, Execution and Registration

As a result of the above, I have gained vast experience in land tenure systems and its challenges within all parts of the country.

Property Manager

Main Duties Include:

- Marketing and letting of available space;
- Tenant Vetting;
- Lease administration, rent and service charge collection and accounting;
- Managing and supervising various service providers contracts related to the commercial properties;
- Planning, implementing and supervision of building maintenance policy;
- Preparation of weekly, monthly and quarterly reports;
- Rent review administration;
- Preparation of annual budgets for planning purposes;

- Carrying out rental analysis and advising on the appropriate rentals chargeable/payable, letting terms and conditions that would maximize the landlord's return;
- Monitoring operating expenses with the view to minimize the costs but

omprising the quality of the operational services of the building;

on of the entire management team to ensure that the highest standards of property management are achieved with consistency and efficiency;

- Record keeping and responding to all correspondences;
- Preparing and presenting timely and accurate reports on the position of the float for day to day running of the building;
- Prepare physical inventory of the building facilities, fittings and assets commenting on their usage, sufficiency and general condition;
- Initiating request for purchase of equipments, materials and other things that require to be purchased including electrical, plumbing consumables;
- Acting as an arbitrator in dispute resolutions.

Valuer

Main Duties include:

- Valuation inspections and report writing: Valuation of all types of properties for insurance, mortgage, Book/ accounts, rental and any other purposes as required including carrying out inspections and title investigations.

July 2006 to Feb. 29th 2008: NETPLAN EAST AFRICA LIMITED

Position held – Sites Acquisition Supervisor and Estate Agent

Estate Agent

Main Duties include

§ Estate Agency: sourcing, selling, and letting of new premises and re-letting of old premises

§ Facilitating land buying for clients who want to buy land, facilitating selling of land on behalf of the owners who want to sell.

Position Supervisor

Acquisition for GSM mobile Operators (acquire sites for Zain Kenya Ltd) including Site identification, rental terms negotiation, lease execution, writing sites report, acquisition of retail shop space for Zain customer care services; general office administration among others.

Aug. 2005 to Oct. 2005: REAL APPRAISAL LTD. (*Registered Valuers and Estate Agents*)

Position held – Trainee Valuer / property manager

Main Duties include:

- Property management: Management of residential premises;
- Valuation inspection and report writing: Valuation for different purposes

Computer Literacy

Institute of Management of information systems(IMIS)-Diploma in IMIS

Proficient in:

- Ms Word, Ms Excel, Internet, PowerPoint, PageMaker, Corel Draw

Membership of Professional Societies

- Associate Member Institute of Surveyors of Kenya (ISK)
- Qualified and Registered Estate Agent
- Member of the Institute of Management of Information Systems (IMIS)

Other Relevant Qualifications

Clean and valid Class E Kenyan driving license.

2009: Certificate for best Land Economics 2006 female student, awarded by University of Nairobi courtesy of Dura Court.

Mr. Tracisio M. Thuita

Estates Manager

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I, undersigned, certify that the information here correctly describe my qualifications, experience and me.

[Signature].....

Full names: **Violet Ayela Misiko**

Date: February 4, 2014