**Mr. Girish**

**Project and Design Management**

[Girish.158383@2freemail.com](mailto:Girish.158383@2freemail.com)

**PERSONAL PROFILE**

An architect with **8+ years of experience** with strong background in project and design management for fit-out projects. Has demonstrated expertise in planning concept to completion of projects with value engineering in capex management for commercial fit-out projects.

**PROFESSIONAL WORK EXPERIENCE**

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| **April ‘08 – present**  Dubai, UAE  **56 months** | Working with **Landmark Gulf Group** as a Corporate Project Architect – Projects Department  *Landmark Group is one of the successful retail organizations in the Middle East and India, the Group operates over 1300 outlets encompassing over 20 mn sft spread of retail.*  Extensively involved in comprehensive project management for a full range of commercial, civil and MEP fit-out projects for Landmark’s Corporate Division.   * Involved in Tender Process Management for all commercial and retail fit out projects on behalf of the Group * Monitoring civil, interior, electrical and HVAC (low and high side) work, operating and implementing coordinated work programs for sites, quality control on deliverables, selection and approval of fit outs * Responsible for Vendor Management: To get quality vendors for the group who understand our methodology of work & also cope up with pressure in different times and do not charge exorbitant rates for variation works. * Prepared detailed project plans for site development including project costing, timelines and development schedules and coordinate for approvals * Formulate detailed audit compliance documentation for standardization of project specifications for all retail concepts. * Responsible for project based cost optimization and value enhancement, based on the current market price & in relation to other projects done in past. * Supervising the progress of subcontractors' work, co-ordinating with consultants and other technical parties during execution * Coordinating with external agencies like design consultants, material suppliers, construction agencies etc so as to ensure completion of the project within the scheduled time period * Submitting monthly project progress and reporting periodic project budget spends periodically   Key projects undertaken and successfully completed are as follows:   * Spearheaded the ‘lighting’ for Oasis Centre which involved feasibility planning and liaising with consultants and vendors, * Co-ordinate and successfully monitored implementation of the ‘signage system’ across Oasis Centre. * Involved at various stages of the ‘Oasis Centre’ retail development (1 mn sft) from concept to completion. * Played lead role in procurement process for office furniture from China, with substantial savings in the budgeted cost of the project. This process involved in person visits to the suppliers in China for quality assurance and standards and co-ordinating with supply logistics in Dubai for timely delivery * Successfully completed commercial fit out projects such as in house offices for various retail concepts, developed Wellness Centre, Fitness First, and new concepts such as I Care, The Retail School, Balance Café within Landmark Group |
| **Jan ‘06 - Mar ‘08**  Mumbai, India  **26 months** | Associated with **Shoppers’ Stop Ltd** as Customer Care Associate & Senior Executive – Projects Department  *Shoppers Stop Ltd is a leading chain of organized retailing in India in various verticals such as Departmental stores, Value & Specialty retailing*  Responsible for coordination of retail developments Pan India from pre-execution to completion as a representative of the organization.   * Scoping of tenders and management contracts along with pre qualification of vendors and suppliers for the project * Conduct tender reviews to negotiate quotations with suppliers and contractors to ensure quality work is achieved within the assigned project budget and timeframe * Verify architectural drawings and BOQ’s for on- site construction purpose * Coordinate with the third parties such as Mall Management to ensure adherence mall fit-out criteria and guidelines during fit-out, renovations and refurbishment works * Developing project schedules in Microsoft Project Planner (MSP) to identify critical activities in project and communicate to management for any foreseen delays/ critical problems * Monitoring civil, interior, electrical and HVAC work, operating and implementing coordinated work programs for sites * Monitor the value and cost data of the project to ensure the budgets are met, including assistance with preparation of budgets and cost reports * Ensure quality control on deliverables, Visits to the suppliers factories for quality control checks and required amendments to the production * Keep abreast about new shop fittings / elements and suggest material to be used for enhancing the quality and cost effectiveness * Compile final accounts of the project budget to ensure that all project related commitments are finalized and closed which include vendor/contractors bill checking and certification * Documentation for compliance of Audit requirement during project closure   Brief of key projects executed and delivered in tandem with in house Project Department from ‘concept to completion’ are as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Project** | **Type** | **Location** | **Area (sqft)** | **Timelines** | | Home Stop | Home goods & decor | Mumbai (Malad) | 45,000 | 190 days | | Food Republic | Food court | Hyderabad | 8,000 | 45 days | | Cross Word | Book store | Mumbai (Malad) | 15,000 | 90 days | | Shoppers Stop | Departmental Store | Delhi (Saket) | 50,000 | 120 days | | Shoppers Stop (Renovation) | Departmental Store | Hyderabad | 8,000 | 30 days | | Arcelia | High end luxury products | Pune | 6,000 | 45 days | | Café Brio | Coffee Shop | Mumbai,Chennai | 300 to 1500 | 12-15 days each | |
| **2002 - 2004**  Mumbai, India  **24 months** | Worked with private architect **Ajit Khatri and Associates** as a Jr. Architect, Design & Planning  *A private architectural firm developing residential & commercial schemes in Mumbai and its suburban areas*   * Developing conceptual schemes and designs for various interior projects. * Handled execution of various projects as a representative of the client from the Architect’s office Design management. |

**EDUCATIONAL QUALIFICATION**

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| **2004 - 2006**  Pune, India | **PG Diploma in Advanced Construction Management** (specialization in Real Estate)  National Institute of Construction Management & Research (NICMAR) |
| **Nov – Feb 2005**  Pune, India | Project Financing and Appraisal of Real Estate Projects, Certificate Course  Institute of Chartered Financial Analysts of India (ICFAI) |
| **1998 - 2003**  Mumbai, India | **Bachelor of Architecture (B.Arch),** Mumbai University  Sir J. J. College of Architecture, Mumbai, India. |

**SKILLS & ABILITIES**

* Proficient with planning software - Microsoft Project (MSP) 2000, PRIMAVERA Project Planner 3.0, construction planning software
* Design Software AutoCAD 2010 and allied packages.

ADOBE PHOTOSHOP, CORELDRAW version 11.0

**OTHER INTERESTS**

* Well-travelled to Dubai, China, Mauritius for official purpose, study & research works and leisure respectively.
* Core interest: Real Estate Project Financing, Construction planning software.
* Reading, Travelling and Trekking : Organized a trek in National Park for school children

**PERSONAL DETAILS**

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| Registered architect: **Council Of Architecture (COA)**, Delhi. Registration no : **CA/ 2004 / 33121** | | |
| Nationality | : | Indian |
| Date of Birth | : | 28th July 1980 |
| Civil Status | : | Married |
| Driving License | : | Valid UAE Driving License |
| Languages | : | English, Hindi, Marathi. Can understand Bengali & Gujarati. |

**REFERENCES :** Shall be available on request