Curriculum Vitae.\*

 **Shiraz**

**Shiraz.334097@2freemail.com**

 **Personal and Professional Profile**

* 21 years of professional experience in Managing Fit-Out Business, right from sourcing raw material, manufacturing, installation and delivering the project.
* Ability to handle the turnkey -Interior Fit-Out projects & having wide knowledge of all related “Technical” products.
* Skilled in studying technical drawings of the project, ability to get the shop drawings prepared for the particular scope of work/product, and finally get it approved from the Consultants Engineers, Clients or the Main Contractors before commencing the project.
* Abel to budget the Project and strictly complete the project within assigned budget and time.
* Professional in maintaining relationship with Clients, the Consultant Engineers and the Main contractor.
* Particular about the progress of work and updating company’s senior management on quarterly/monthly progress.
* Outstanding Communication,Presentation,Negotiation and convincing

Skills.

* Skilled in scrutinizing and Finalizing Contractual Agreements, and ability to develop terms and conditions which will favor the Client and protect the company.
* Solid Manager, Team builder and Motivator.
* Ability to Train, Develop and Maintain a team of skilled and unskilled workers.
* Leading & Dealing effectively with multicultural environment.
* Open and enthusiastic mind towards new Technologies. Ability to adopt current skills to a very fast changing Technology, Environment and to develop expert knowledge of Product and sharing with colleague and juniors.
* Objective, logical and analytical thinker.
* Great believer in 'Quality at the source' and as a result have gained extensive experience in vendor and subcontractor relationship management and contract negotiations.
* Excellent team player for multi-cultural and multi-functional and varied group.
* Holding a valid U.A.E driving license
* Speaks and write Arabic/English/Turkish and Urdu.

**Professional Experience**

December 2012 till date

 GreenLine Interiors FZE.

 **Manager-Business Development Department.**

**Company Profile:**

* Located in Jebel Ali Free Zone, GreenLine Interiors is one of the companies engaged in Fit-Out for the 5stars Hotels, Royal Palaces, VIPs residence and offices. Having joinery-Greenline Interiors manufacture and execute major 5stars Hotel’s Fit-Out work, Royal Palaces and High-ends Villas and Offices.

**Job Profile:**

* Responsible for the Business development and securing projects.
* Managing all the clients and key accounts.
* Coordinating with estimation department in order to get the quotation done as required by the Consultants/Engineers/Client rep.
* Co-ordinate with Designers and FF&E department to fulfill client’s requirements.
* Involved with production department and keep close follow up for the Fit-Out products and make sure it is manufactured according to the approved shop drawings.
* Involved in finalizing the order through contractual agreement and setting terms and conditions favoring both the client and the company itself.

Reporting to V.President.

November 2010 till November 2012.

Dubai/DIP-U.A.E **Inter Metal Limited.**

 **Division Manager-Interior Fit-Out/Joinery**

**Company Profile:**

* The company specialized in manufacturing Banquet furniture, Metal chairs, Outdoor furniture, Office Furniture, School Furniture, Restaurant Furniture, Kitchen Cabinets, Wardrobes, Doors-Wooden Doors and UPVC Doors.(Fire rated and non-fire rated) and exhibition stands.

**Job Profile:**

* Responsible for all the activities of Joinery Division, from Pricing, Operation, Sales and marketing, manufacturing and job completion.
* Managing sales team, factory (production), autocad operators, designers, site supervisors.
* Sound knowledge of manufacturing and execution of

Interior Fit-Out products:

1. Joinery items-Veneer wall panels, reception counters, custom made loose and fixed furniture.
2. Flooring- Parquet, Marble, Granite, Raised flooring, Carpets
3. Ceiling- 60x60 suspended ceiling, Gypsum/Architectural Ceiling
4. Wall cladding, dry wall cladding-Veneer Panels, Stone, Granite, Marble, Tiles (ceramic, mosaic, porcelain)
* Managed Interiors for VIPs Offices, Chairman’s villa, Restaurants and Interiors Fit-Outs for in house group properties
* Set up production and installation team.
* Worked closely with the finance department, to Budget the project, with effective cost management strategies.
* Give training to the site manager and motivating them by giving incentives and appreciating their work.
* Bring inspirational leadership and clear direction to the team. Establish strong and effective Direct and Indirect channel.
* Reporting to the Group CEO.

December 2008 till November 2010.

Dubai/U.A.E **PGS Gulf Interiors**

 **General Manager.**

**Company Profile:**

* Fit-Out contractor, having joinery factory in RAK free Zone.
* The company engaged in providing solution for the Interior Fit-Out projects-, from designing, tailor made interior, manufacturing, installation and delivering the project..

**Job Profile:**

* Responsible for all the activities from securing the project, Administration, Operations/ Tendering/Negotiating /Finalizing/Execution/completing the project in time.
* For particular project, meeting the clients-Owners/Developers/Consultants Engineers in order to discuss the specification, design and requirements of the project.
* Monitoring the design department and getting the drawings prepared as per the requirements and details of the Project.
* Monitoring the estimation department and pricing the project carefully according to details specified by the Interior fit-out Consultants /Engineers.
* On successfully achieving/awarding of project, preparing/getting all shop drawings approval and mobilizing all necessary department.
* Observing team of Designers for the care full detailing and preparing all necessary shop drawings for the Projects and assign project manager to particular job.
* Involved in all site progress meeting, monitoring Project manager’s site reports and making sure the deadlines are met for completion of project.
* Responsible for all management activities -approving/checking and signing all LPOs, invoices, payment certificates, invoicing-monitoring all department performance, receiving daily, weekly, monthly reports.
* Having factory visits, meeting with the production manager/carefully monitoring production of material and make sure it is manufactured and final finishing is done as per the specification and delivered on time.
* Bring inspirational leadership and clear direction to the team. Establish strong and effective Direct and Indirect channel.
* Manage key relationships within new and existing customers and prospects.
* Reporting to the Managing Partners.

October 2007 till November 2008.

Dubai/U.A.E **AW –Rostomani – Interiors.**

 **Federal Building Industries.**

 **Division Manager-Interior Fit-Out.**

**Company Profile:**

* The company specialized in supply and installation of Interiors products from one of the world well known brands, i.e. Ceiling – “**Hunter Douglas”(Germany) ,** Wall covering MERO SPEC-UK, Window covering-Lutha flex from Hunter Douglas(high end product like Silentglinz), Office partition system**-“Intact”(Belgium)**,**Office furniture “Famo” (Portugal**), Carpet tiles-CASA Carpet-Italy(high end product for heavy traffic)
* Raised Flooring –“Lindner” (Germany), Vinyl flooring “Forbo” (Holland), the company also representing one of the Best Branded German Kitchen **“Siematic**” and **Neff appliances** (**Germany).**

**Job Profile:**

* Responsible for all the activities of the Division.
* Looking after factory for Verticals blinds and window coverings.
* Managing team of supervisors and make sure supervisors continuously train and upgrade the installers on fixing/installation of Fit-Out products.
* Promoting the products to the Consultants/Developers/Contractors by conducting presentation and giving all technical information in order to specify the product for their project.
* Responsible to secure order and coordinate with installation department, to make sure the client is satisfied and job is completed /delivered on time.
* Maintaining strong and cordial relationship with Clients & prime prospect by offering them most competitive price for their project and make sure their job is done and completed on time.
* Reporting to the CEO.

Dec 28 2001-September 2007 **United Supplies Building Material Est. U.A.E**

Dubai/U.A.E **Division Manager. (Wood Working Division)**

**Company Profile:**

* The Company specializes in manufacturing of Kitchen Furniture/Cabinets, Wardrobes and Doors, and trading of high end/Branded Ceramic tiles, Bath Fittings, Kitchen Equipments and exclusive agent for Industrial Kitchen-Baron-Italy, Tekka-Spain.

 **Job Profile:**

* Responsible for Managing all the departmental, including sales and marketing, installation and after sales activities of Projects.
* To motivate the team of Sales Executives, to promote the activities in the U.A.E, and to quote for Projects.
* Establish contacts with Consultants/Engineers, Contractors and Builders.
* Responsible for planning and implementing key account development plans.
* Responsible to secure the orders and forecast, deliveries and payment processes.
* Design and implementation, replying to queries and submittal of quotations,etc
* Overall supervision of the projects and the fabricators.
* Feed back to Management on competitive activity and way to counter attack Competition.
* Managed Major accounts whose customer base was substantial, enhancing customer care to these frequent buyers and thus build the company’s overall image
* Have shown good enthuse, team spirit, responsibility and achieved great appreciation from the owner.

 Operations:

* Responsible for all the operations, i.e. Logistic, Inventory, local purchasing-LPO, installation, completion of project and Invoicing.
* Reporting to the Chairman.

August 2000-October 2001  **J.C MACLEAN INTERNATIONAL. (Jebel Ali Fze)**

Dubai/U.A.E **Assistant Project Manager - Interior Fit-Out/Office**

 **Furniture.**

**Company Profile:**

* J.C Maclean Int. is among few companies which are categorize as manufacture of high End Furniture & Interior fit-outs contractor with its associates in UK, GERMANY. Take prestigious turnkey projects. (Palace offices, 5\* hotels e.g. Burj Al- Arab-Arabian Tower). Also exclusive/authorized agent for **Office furniture solution SYSTEM-14(UK).**

 **Job Profile:**

* To make daily site progress reports, check and inspect the work on site and make sure it is done as per the approved drawings and specifications.
* Day-to-day multi-projects management, scheduling and control; organize manpower and material resources in the factory and on site, oversee production process and adjust the production / installation schedule as required.
* Prepare Material Submissions, Compliance Statements, Comparison Sheets, Inspection & Testing Plans, Method Statements, Operation & Maintenance Manuals and Project Quality Plans for Main Contractor / Consultant review and approval.
* To update the project manager on all the progress with proper hardcopy of data (excel sheets, tables) before the meeting with the Clients, Consultants Engineers or the Main contractors.
* Worked on prestigious project-**Conference Palace Hotel-Abu Dhabi-Public areas, Corridors etc.**
* Worked on prestigious project -**Sky view restaurant-FF&E.(Burj al-Arab)**

August 1995-July 2000 **A.Al-Harthy Trading and Cont.**

Muscat/Oman  **Divisional Manager. (Interiors Furnishing & Furniture)**

**Company Profile:**

* Company dealing in manufacturing & installations of Interiors Fit-Out products like Veneer Panels, Parquet flooring, Solid Wood Furniture, and trading and manufacturing of Wardrobes & Kitchen Cabinets. The company also have agency for Kitchen appliances - Bosch, Ariston, General and Worktops-Corian, LG and Top Stone.

 **Job Profile:**

* Mainly engaged in **BANKS Interiors and Offices Fit-Out.**
* To quote as per the approved drawings from Consultants/Contractors/Interior Designers.
* To co-ordinate with the draftsmen and propose the drawings if the Clients, i.e Banks, Jewelry outlets, Restaurants, Offices, VIP offices/residences requires the turn-key project.
* To handover the approved drawing to factory and procure all the required material locally and overseas.
* To monitor the factory/ production for the custom made items.
* To co-ordinate with Purchase department, and to make sure the material is purchased as per the approved specifications.
* To fulfill the commitments and make sure the material is supplied on time, and to implement highest standard of service and presentation to the customer.
* To control cost through profit and loss analysis, budgeting and margin control.
* To maximize the Sales and Profitability of Brand through effective management of Merchandise.

Technical Skills:

* + Well qualified to understand tender ,and study Technical drawing (architectural & shop drawings)
	+ Well qualified to lead the team of designers and Auto Cad operators.
	+ Well qualified to guide Site manager for the installation of interior fit-out products.
* Window, Ms Word, Excel & Power point.

Academic Profile:

* B.B.A (Bachelor of Business Administration).

From Eastern Mediterranean University-Cyprus.

* M.B.A (Master of Business Administration)Post Graduation
* From Eastern Mediterranean University-Cyprus

Personal Profile:

* Name : Shiraz
* Date of Birth : 9th August 1969
* Marital Status : Married.
* Passport Details : Pakistan.
* Languages : Arabic (written & spoken)

 English (written & spoken)

 Turkish (written & spoken)

 Urdu (written and spoken)