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| rehan.JPG | REHAN  PROJECT MANAGER | DOB:18/01/85  Location: Abu Dhabi  Email: [rehan.374144@2freemail.com](mailto:rehan.374144@2freemail.com)  Visa Status: Residence Visa  Driving License: Valid and issued |

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| Summary | My aim is to give my best efforts and contribute to the organization with main focus lying on continuous learning, team work and solid execution of objectives. Seeking a challenging opportunity with a reputed organization where I will be able to utilize my strong organizational skills and educational background, hence try to be organisation’s important asset. Formally educated in Business Administration I have 08 years experience, of which 6 years in a project management in UAE |

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| Qualifications | * Hamdard University (Graduation 2008 – 2010)   Master in Business Administration (MBA Finance) – 3.65 CGPA   * Govt. College of Commerce & Economics (Graduation 2003 – 2006)   Bachelor in Commerce (BCOM) |

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| Employment  History  Previous Job | Advance Business Concept, LLC (3years - Oct 2014 to Oct 2017)  Project Manager  Advanced business concept is a Commercial interior company established in 2005 is now recognized as one of the leading active companies in the UAE providing complete turnkey solutions in offices, Health care, Education and hospitality. Appointed as the project manager I was responsible to deliver projects on time and required quality standards with utilizing the resources in an efficient manner.    Main Projects:   * NMC Royal Khalifa City(Hospital Furniture AED 22M) * Mafraq Hospital (Hospital Furniture AED 10M) * HealthPoint (Hospital Furniture AED 8M) * National Rehabilitation Centre ( Hospital Furniture AED 4M) * Musanada School Phase 4 (FFE for 4 schools AED 12 M) * NBAD (Office Furniture AED 5M) * SKMC (Soft Seating AED 1M) * GHQ (Office Furniture AED 5M)   Duties and Responsibilities:   * Representing the client's and organization’s interests * Preparing project plans and managing project risks * Ensure that all projects are delivered on-time, within scope and within budget * Making sure that all the aims of the project are met and quality standards are met * Preparing schedules to keep track of people and progress * Recruiting and monitoring sub-contractors to ensure guidelines are maintained * Supervising inventory management * Meeting Minutes and providing documentation and weekly logistics report to management * Use appropriate verification techniques to manage changes in project scope, schedule and costs |
| Previous Job | Gemaco Interiors (2 years – Aug 2012 to Aug 2014)  Project Coordinator/Logistics Coordinator  Gemaco Interiors is a commercial interior fit-out and furniture supplier within the UAE. Established for 30 years in the UAE Market, the Company remains a market leader in its field with a special focus on design and builds projects. Appointed as the Coordinator I was employed to coordinate and manage all the projects related to furniture.  Main Projects:   * Al Hosn Gas New Offices (Commercial Offices Furniture AED 11M ) * Emerson (Commercial Offices furniture AED 7M ) * GASCO (Commercial Offices Furniture AED 6M ) * Etihad Airways (Training centre AED 5M ) * HCT RAK (Offices Furniture AED 4.5M ) * Abu Dhabi Ship Building (Offices furniture AED 2M ) * KBBO Group (New offices at Etihad Tower AED 1.2M ) * Irshad (Office Furniture AED 1M )   Duties and Responsibilities:   * I was responsible for developing and scheduling a plan, reviewing and placement of orders, forecasting resources required for executing the project, clients correspondence, making sure the project is executed and delivered on time within budget and scope * Up skilling the company’s existing resources through training and education, Improved HSE and site operations have resulted in more effective handovers to clients, less incidents onsite and an improved working environment for our workers. * Working with our estimation team and sales on large projects, I was responsible for the Bid/Tender Management of numerous tender submissions in and around the UAE. My immediate role was to identify the scope of the project and prepare realistic schedules of the timeline of the project required for submission. |
| Previous Job | MEZZO Middle East (ADIC Project) (1 year - Aug 2011 to Jul 2012)  Admin Officer/Logistics Coordinator  Mezzo Middle East is Project Management Company, and I was appointed as the Admin and logistics coordinator. Project:   * ADIC Commercial Office Furniture for Abu Dhabi Investment Project worth AED 55M   Duties and Responsibilities:   * I was responsible for preparing Logistics SOP and implementing them on the project by briefing it to the supplier’s representatives. * Preparing CPA with highlighting all key milestones and deliverables * Updating the weekly logistics activities and submitting the report to the management for review * Create and maintain comprehensive project documentation and measure project performance * Coordinating with suppliers for all the site documentations requirements and meeting them for the ordered furniture delivery and installation program * Inventory count to be conducted on the weekly basis in the warehouse for the delivered furniture |
| Competencies | Strong work ethics and leadership qualities  Excellent time management and Problem Solving Skills  Good Scheduling Skills and detail oriented  Ability to multi-task effectively  Work effectively with diverse groups of people  Committed to deadlines and schedules  Proactive and Fast learner  Strong verbal and written communication skills  Extremely ambitious and determined to succeed  Mature common sense approach with the ability to work effectively and efficiently in high-pressure environments |

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| Certifications | IELTS July 2010 (Score 6.5) & CPR (First Aid Training) |

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| Languages | English, Urdu, Hindi & Gujarati (Fluent) Arabic (Basic Communication) |