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Reji

Email Id: reji.380145@2freemail.com

## PERSONAL INFORMATION

* Nationality: Indian
* Marital Status: Married
* Date of Birth: 19th July 1967
* Languages : English, Hindi
* Valid UAE Driving License

### EDUCATIONAL QUALIFICATION

**1983-84**

* Higher Secondary School Certificate from Govt. of M.P - INDIA

**1986-88**

* Diploma in Interior Designing from Indian Technical Institute – Bombay-India

**COMPUTER LITERACY**

* Certificate in Autocad from Compin Intelligence & Communication – Release II-2009
* Certificate in 3DS Max from Alpha Data-Dubai / CAD EMIRATES
* Photoshop, Power point, Corel Draw & MS Project.

## KEY ATTRIBUTES

#### Communication

* Good written and verbal communication skills
* Can communicate effectively at all levels with people of multicultural backgrounds including colleagues and customers

#### Team Skills

* Contributing to team effort so as to ensure completion of tasks within set time frames.
* A good team player putting in my best effort and maintaining an excellent interpersonal relationship.

#### Personal Management

* Ability to prioritize and manage own workload.
* Good ability to grasp and apply new concepts
* Ensure neatness and order in completion of a given task.
* Maintain records in a phased manner to ensure timely retrieval.
* Look at any task as a continuous learning process, ensuring to take initiative as and when required.
* Ability to perform effectively in stressful situations.
* Sensitive to people from various cultures and lifestyles.
* Strong work ethic and able to multitask.

 **Reji**

## WORK EXPERIENCE

 **Sr. Project Manager/Operations Chennai March 2017 – Nov.2017**

#  DesignQube Architects, Interiors, Planning.

#  Job responsibilities

* Responsible for the overall direction, coordination, implementation, execution, control and completion of specific works related to interior/finishing projects ensuring consistency with company strategy, commitments and goals.
* Lead the planning, sequencing and implementation of project.
* Facilitate the definition of project scope, goals and deliverable.
* Define project tasks on a ms project with linkage.
* Assemble and coordinate project staff and vendors if required.
* Manage project budget & project resource allocation.
* Setting up & ensuring time lines are met.
* Track project deliverable's using appropriate tools & provide direction and support to project team.
* Quality assurance.
* Safety knowledge and precautions on site.
* Knowledge of Raw material.
* communication and reporting to the owners/directors and vendors and clients.

 **Handel 300 site staff and 15 office support staff in overall project cycle.**

**Sr. Project Manager/Operations Qatar Jan 2017 – March.2017**

# Top Rock Interiors.

**To Complete Projects In Mall of Qatar Deputed From Dubai. Shops, Restaurants, etc.**

#  Job responsibilities

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## WORK EXPERIENCE

**Sr. Project Manager/Operations Dubai Dec 2014 -2017**

**Chalhoub Group (Retail Brands& Commercial Interior Fit Out) Christion Dior,Cartier, Koty, Fendi.**

**Job responsibilities**

•Providing key administrative support from the project initiation through to the project post- completion handover.

•Approvals from concern authorities likewise Civil Defense, Municipality, TECOM, Jebel Ali Free Zone, Mall Management etc.

•Liaising with the relevant internal departments and also external Consultants, Landlords, Clients, Sub-contractors and the like in providing up to date and concise information to ultimately aid project delivery.

•Provide a service that will ‘Exceed’ the Customer’s expectations.

•Chair and direct the Project Kick Off Meeting and prepare minutes of meeting (MOM) for issue to all meeting attendees.

•Centrally coordinate between the external Consultants, the Landlord, the Client and the like as well as the site, the office, the factory and the Sub-Contractors.

•Review and monitor the BOQ, drawings against the Client’s requirements and budget.

•Schedule of manpower.

•Monitor and track the procurement schedule providing input on risks (long lead items) to the project delivery.

•Monitor and track product sample submissions in accordance with the programmed deliverables providing input on risks to the project delivery.

•Prepare and monitor the daily production and installation schedules inclusive of the daily circulation file.

•Monitor and report on the project completion schedule/program of works, planned versus actual

•Raise and issue the relevant project documentation which includes the MRF’s, CVI, procurement, Sample Transmittal’s, Work Orders, OTP’s and Drawing Requests etc in compliance with the Company’s Process and Procedure.

•Attend and provide input to the weekly Projects Team meeting.

•Prepare Work Orders for the site installation.

•Attend and rectify snag work of completed project.

•Final inspection from concern authorities.

•Submission of completion documents, O & M Manual, As-built Drawings, Authorities approved drawings, Guarantee and warrantee period to client or appointed consultants.

 Handover to client and signoff of confirmation of completion (COC) with complete satisfaction.

 **Reji**

## WORK EXPERIENCE

**Project Manager AbuDhabi Dec 2013 –2014**

**Hyssna International (Retail & Commercial Interior Fit Out)**

# Job responsibilities

* Providing key administrative support from the project initiation through to the project post- completion handover.
* Approvals from concern authorities likewise Civil Defense, Municipality, TECOM, Jebel Ali Free Zone, Mall Management etc.
* Liaising with the relevant internal departments and also external Consultants, Landlords, Clients, Sub-contractors and the like in providing up to date and concise information to ultimately aid project delivery.
* Provide a service that will ‘Exceed’ the Customer’s expectations.
* Chair and direct the Project Kick-Off Meeting and prepare minutes of meeting (MOM) for issue to all meeting attendees.
* Centrally coordinate between the external Consultants, the Landlord, the Client and the like as well as the site, the office, the factory and the Sub-Contractors.
* Review and monitor the BOQ, drawings against the Client’s requirements and budget.
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## WORK EXPERIENCE

**Project Manager Dubai 2011 –2013**

**Gemaco Interiors(Retail& Commercial Interior Fit Out)**

# Job responsibilities

* Initiate a project.
* Define project scope.
* Develop schedule and cost performance baselines for a project.
* Plan project quality, staffing, and communications.
* Analyze project risks.
* Define project procurement requirements.
* Execute the project.
* Control the project.
* Complete the project
* Approval from Municipality, Civil Defense and Local authorities.

**Project Engineer Dubai 2007-2010**

# ****Al Abbas Interior Environments. Al Abbas Group (Furnishing & Interior Fit –out)****

# ****Products from U.S. ITALY. GERMANY.****

# Job responsibilities

* To handle projects of Dubai Airport Expansion Terminal 3 for FF&E scope of work.
* Provide turnkey & interior solution, designing and job execution at site.
* Mock-ups & presentation./Clients Meeting.
* Coordination with Consultants, Architects, Interior Designers, Developing the Interior Design services
* Coordination with Sales team to evaluate job performance.
* Preparation of Bill of Quantities on design contract in lump-sum price as per Principal of measurement.
* Preparation of Variation & Certification from Consultant.
* Preparation of Electro Mechanical as-built service drawing, quantity and costing.
* Preparation of Monthly Invoice’s of Sub-Contractor’s.
* Preparation of manpower schedule, as reference for total workforce required to complete the project.
* Updating progress report in Weekly and Monthly basis.
* Approval from Municipality, Civil Defense and Local authorities.

**Senior Designer/Asst. Project Manager Dubai 1998-2007**

# O F I S Easa Saleh Al Gurg Group (Furnishing & Interior Fit –out) (Hacker Kitchen from GERMANY)

**Job responsibilities**

* Solely managing the entire Project Department with major concentration on space planning, designing Interior and turnkey projects.
* Preparing tender and contract documents, including bills of quantities.
* Follow up projects during execution phase and raise progress reports to management
* Coordinate and communicate with Design, Technical, production, logistics and admin departments.
* Monitor raw materials and labor hours used during the execution of a project.
* Approval from local authorities.

 **Reji**

## WORK EXPERIENCE

**Senior Designer Dubai 1994-1998**

# I.O.S. Al Abbas Group of companies

**Job responsibilities**

* Provide turnkey and interior solutions, designing and job execution at sites.
* Prepare estimation and quotation to the clients.
* To visit sites for presentation & mock – ups.

**Assistant Engineer/Projects Dubai 1993-1994**

**Mashreq Bank – Administration Department**

**Job responsibilities**

* To handle all the renovation work, new branch openings related to Bank all over the U.A.E and real estates in Dubai
* Preparing tender and contract documents, including bills of quantities.
* Approval from local authorities.

**Senior Designer Dubai 1989-1993**

# Al Ghurair Centre – Projects Dept. (Shopping Mall )

**Job responsibilities**

* Handle all Shop Interior of shopping mall, related to the Al Ghurair Centre, BurJuman Center as well as personal villas of the owners.
* To provide architectural, structural and electromechanical details from as built drawings for contractors carrying out work.
* Review of design, drawing from client side by approved contractors.
* Coordinating with maintenance dept. to carrying out MEP works for upcoming new shops.
* Providing approved light fittings, shop fittings etc. from management as per client’s requirement.
* To prepare estimates for renovation of shopping malls and obtain quotation from contractors.
* To provide clerical support to the project department.
* To liaise with other departments and render assistance in technical related issues.

**Scope of works includes**

 **Partition Works( Painting)**

Demountable Partition

Gypsum Partition

Fabric Partition

Glazed Partition

 **Ceiling Works ( Painting)**

Plain Gypsum Ceiling.

600x600 Gypsum/Acoustic Ceiling/Roofing.

Decorative Ceiling.

Gypsum Bulkhead.

 **Flooring Works**

Raised Access Flooring.

Ceramic, Granite, Marble, Slate.

Parquet Flooring.

Raisin Flooring.

Carpet Flooring.

**Joinery Works**

 Exhibition stands

 Retail shop fixtures, Kiosks, Display units.

 Doors and Window Frames.

 Reception Counters.

Reception Backdrop.

Cabinets.

Pantry Cabinet.

Skirting.

Decorative Wooden Ceiling and Flooring.

Display units for Shops and offices.

Other Custom made Furniture and Fixtures.

**Electrical, Data, Voice Works**

Trunking and Cable Tray.

Cabling for Light Fixtures, Floor Boxes Sockets, Switches, A/C Thermostat, Server Room Workstations.

Load Schedule.

Power Distribution.

D.B. Modification.

Nagger Report.

All works as per DEWA Approval.

**A/C Works**

FCU.

Duct Branches.

Diffusers (Linear, Square, Circular)

Thermostat.

Air Balancing.

Heat Load Calculation.

Commissioning Report.

**Lighting Work** As per Specification.,Co-ordination with Contractors.

**Fire Protection and Detection work**

Sprinkler Modification as per Specification .

Smoke detectors ( Addressable/Non-addressable).

FE 36,FM200,

All works as per Civil Defense Approval.

**Major projects handled**

* Chalhoub Group Corporate offices in Design Districts D3. Project Value 28 Million AED.
* Chaloubh Group retail outlets for designer’s brands in many different malls in UAE .
* Bo-Concept furniture showroom Sheikh Zyed road turnkey project Value AED 1.2 Mi

 Trade Exhibition stands for many famous brands.

Varkey International Scholl allover UAE.

Rivoli showrooms, Burj Al Arab, Wafi City. Annual contract.

* Shaikh Rashid Govt,hospital Dubai NMC hospital branches UAE, Mafreq Govt. hospital Abudhabi.
* ADIB Bank branches Dubai & Northern Emirates.
* Residential Projects EMMAR, Medos, Green Villas (150 Nos) Turnkey Interior and Furniture.
* Dubai Airport – Terminal III (Supply & Installation of System Furniture & Flooring ( Vinyl & Carpets Including broadloom carpets for Mosque) Value DH.13 Million, Duration 6 to 16 months.
* Dubai Courts – Court room Wall Paneling, Ceiling & Flooring work. Project Value: 800,000AED.
* Women’s Association – Turnkey Project, Supply & Installation of Furniture & Carpet flooring, Project Value . 300,000AED.
* DHL – Renovation of existing Office in Airport Free Zone, Project Value: 120,000AED.
* Al Futtaim Trading - Honda Showroom & Engineering Office renovation. Project Value: 3.7 Million AED.
* Emirates H.Q – Supply & Installation of Furniture and Flooring, Project Value:500,000 AED.
* Golden Tulip/Holidayinn Hotels – Turnkey Interior Fit-Out and Supply& Installation of Hotel Room Furniture (Headboards, Pelmets, Sofas, Rugs, Tables, Fixtures etc. Project Value 2.7 Million AED.
* United Furniture Showroom – Turnkey Project (Approvals, Partitioning, Ceiling, Flooring, Lighting, A/C, Fire Fighting, Demolishing, etc. Project Value: 1.2 Million AED.
* Arch Financial Products – Turnkey Project (Approvals, Partitioning, Ceiling, Flooring, Lighting, A/C, Fire Fighting, Demolishing, etc.Project Value: 1.3 Million AED.
* Silicon Oasis – Break-out area Turnkey Project. Project Value: 800,000AED.
* Qualcomm Intl. Dubai Headquarters EMC2 Bldg. DIC Turnkey Project .Project Value 2.6 Million AED.
* TECOM Infotec Head Quarter office buildings. Project value : 16 million AED.
* S.J Burwin Headquarter building (PARKPLACE). Project value: 1.8 million AED.
* Exchange Loft offices , EMMAR BOULEVARD. Project value: 4.3 million AED.
* Shell Markets Head Quarters UAE Annual Contract.