Contact Details:

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|  | **Mr. HARISH** |
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| **PERSONAL INFORMATION** | |
| DATE OF BIRTH | 18th October, 1976 |
| NATIONALITY | Indian |
| PRESENT ADDRESS | SHARJAH, U.A.E. |
| DRIVING LISCENCE | SHARJAH, VALID TILL 14-9-2020 |
| LANGUAGES KNOWN | English, Hindi, Marathi & Gujarati |
| HOBBIES | Learning new technology, Making friends, |
|  | interacting, Driving. |
| MARITAL STATUS | Married |

**ACHIEVEMENT**

Hard work, punctuality & commitment are the way of life.

I would say that my greatest strength lies in taking initiative & doing things with a lot of energy & enthusiasm.

**OBJECTIVE**

To pursue a career in a dynamic team-based environment that fosters creative thinking, responsibility & provides an exciting work atmosphere.

**EDUCATIONAL & TECHNICAL QUALIFICATIONS**

Completed Secondary School Certificate Course from Pune University, India in March 1992.

Knowledge of DOS, Windows, MS Office, AUTOCAD & 3D Studio Max. HABC LEVEL 2 Award in Health & safety at Work Place from "Highfield" Basic First Aid with CPR & AED from "Vigilant" EHS Safety Supervisor from "Trakhees"

**SKILLS SETS**

* High personal standards of self-awareness, quality orientation and integrity.
* Ability to work effectively while working as a team member as well as individually.
* Maturity in judgment and valuing differences.
* Ability to build and maintain interpersonal relationships.
* Adaptability in the ability to adjust self to the environment.
* A “People’s Person” to the core.

**EXPERIENCE**

***Designation:* SENIOR EXECUTIVE - PROJECTS *Duration: JUNE 2016 to still working Job Profile***

* Visiting different location suggested by management for the upcoming new showroom & pull out the complete details in respect to all requirements for our showroom standards.
* Preparing the proposal layout on the basis LOD received by Land Lord/Mall management & then regularly following with the entire product manager for their minute details to be considered.
* Once the layout is freeze by top management, project Budget/costing has to be prepared & submitted to Management for the go ahead on the project.
* Preparation of complete drawings for the purpose of taking the required approvals from Mall Management, Land Lord, Government authorities, and Regular follow up with the concerned authorities till the approval is received.
* Following up with our internal Finance, Audit & Accounts dept. for the requirement of funds during the authorities’ approval, execution stage & till the completion of the project.
* Preparing of GFC Drawings & BOQ (Civil & MEP) in conjunction to the services available at site & floating it to the contractors for the quotes.
* Site Survey & Meeting with the contractors to brief them on our showroom requirement & standard’s to be implemented.
* Scrutinized the scope of work & rates considering the material & cost with Contractor & forwarded it to Audit dept. for the approvals.
* Preparing & forwarding of Procurement List of showroom display fixtures which need to be import from china, following up with the supplier for quotes.
* To counter check & monitor the work executed on site done by the contractor as per the layout & instructing them to execute the same as per approved plan with quality control aspects.
* On completion of the project, joint measurement with the contractors for the work executed at site, & finalizes the Invoice as per BOQ, & forwards it to the accounts for their payments.
* To hand over the complete project to our operations team with all the official documents & certificate to management for records.

**PROJECTS:**

**UAE:**

* Fujairah Danube Home {Expansion & complete renovation}
* Bawadi Mall Danube Home {Complete renovation}
* Mushrif Mall Danube Home {Partial Refurbishment}
* ICT Danube Home {Shell & Core to Showroom}
* Deira Bath Solution {Expansion & complete renovation}
* Sharjah Danube Home {Expansion & complete renovation}
* Al Barsha Danube Home {Partial renovation}

**OMAN:**

* Sohar Danube Home {Shell & Core to Showroom}
* Mabella Danube Home {open plot to Showroom}
* Al Khuwair Danube Home {Expansion & Partial Refurbishment}
* ICT Danube Home {Shell & Core to Showroom}
* Sur Danube Home {open plot to Showroom}
* Barka Danube Home {partial renovation}
* Designing & preparing the proposal for the LED Screen for all our showrooms in UAE, Oman & Kuwait, forwarding it to the management for their approvals.
* Coordinating with the chines supplier for the quotes & all related technical details & placing the order for the project.
* Finalization of MS fabrication contractor & closely monitoring the fabrication & installation of Led Panels works as per the drawings.
* Programing & commissioning of the screen.
* Complete maintenance & re-paring of the screen in all aspects.

***Company Name:* Bikram Industries INT. FZC. (Bikram Interiors Decoration LLC)**

***Designation:* Project Coordinator**

***Duration: August 2008 to still working***

***Job Profile***

* Site Survey on receiving of Drawings & BOQ to understand the actual site condition including MEP services etc., Client Meeting to understand the requirement.
* Site meeting with vendors, suppliers & sub Contractor's to explain the actual scope of work & to determine who can provide the best services.
* Scrutinized the scope of work considering the material & cost with Sub Contractor & forwarded it to accounts dept. for the approval from the concerned.
* Preparing of Procurement List & Material requirement to concerned dept.
* Follow-up with mall management/Government authority for various NOC, approvals & permissions.
* Make ready for program chart as per set deadline & follow the same.
* Line out on site as per the layout & instructing the foreman to execute the same as per approved plan with quality control aspects.
* On completion/handover of site completely, joint re-measurement with client & sub-contractors for final Invoice.
* To submit the final handover certificate to management for records.

**PROJECTS:**

* Lamoda {City Center Sharjah & Deira}
* Pure Gold {Mega Mall Sharjah, City Center Sharjah & Deira, Mercato Mall Jumeirah, Al Fardan Street Doha-Qatar, Juhu scheme Mumbai-India, Lokhandwala Andheri-India, Koram Mall Thane-India}
* 1000 walls office Hamdan street-Doha Qatar
* Fitness First club {DIP-Dubai, Greens, Medows, Emirates Hills-Dubai, Century Mall-Fujairah}
* Vox Cinemas {City Center Ajman & Deira}
* Fun City {Century Mall-Dubai, Mercato Mall-Jumeirah, Safeer Mall-Sharjah}
* Zafran Restaurant {Marina Mall-Dubai}
* Puranmal Restaurant {Lamcy Plaza, Muraqabat-Dubai, Angaar Restaurant {Marshid-Fujairah, Abu Shagara-Sharjah, Jumeirah Village Circle-Dubai}
* Al Zahia Sales Office {University-Sharjah}
* Sparkling Ambiance {Madinath Jumeirah-Dubai, Dubai Mall-Dubai}
* Grand Café Restaurant {Dubai Mall}
* Damas Jewellers {Hamra Mall-RAK, Zabeel Saray-Palm Jumeirah, Meena Bazaar, Gols Souq, Shindagha City Centre}
* Goshichand Textile {Abra Bur Dubai}

***Company Name:* Design Matrix Interiors (India) *Designation:* Project Management Consultant *Duration: May 2004 to November 2007 Job Profile***

* Design & execute for Retail Outlets, Showrooms, Offices, Flats.
* Visit and Survey the site and draft the plan as per client requirement.
* To prepare cost sheet of the entire project for client to execute the project.

**PROJECTS:**

* Metro Shoes {Mall Road-Amritsar, Model Town-Jalandhar, Canought Place-Delhi, Lajpatnagar-New Delhi, Bharat Mall-Mangalore, City Center, T-Nagar, Adyar-Chennai, Linking Road-Mumbai, Marine Drive-Cochin, Brigade Road-Bangalore, Big Bazaar-Rajkot}

***Company Name:* Maniar Associates**

***Designation:* Proprietor**

***Duration: March 1993 to April 2004***

***Job Profile***

* End to end Construction of residential & commercial Buildings
* Responsibilities include drafting of plans, preparing budget analysis & supervision of the site.
* Manage the manpower & purchasing of materials.
* Legal Liasoining Work with Bombay Municipal Corporation.

**REFERENCES**

Available on request