**AREAS OF EXPERTISE**

* Project planning
* Project reporting
* Resource management
* Risk management
* Business development
* Leadership & Teambuilding
* BOQ preparation
* Negotiate with suppliers
* MEP coordination
* Supervising
* Managing project quality
* 2D Space planning
* 2D detailing
* 3d Modeling

**CAREER STATEMENT**

*“Apart from contributing to the processes and strategies which enhance any projects I am working on, I feel that my greatest strengths are firstly my ability to deliver projects to agreed timescales. Secondly my skill at gaining a clear understanding of a clients exact needs, and thirdly being able to co-ordinate and lead all project team resources whilst at the same time building strong working relationship with other project managers”*

Rahul



Project Coordinator

PERSONAL SUMMARY

A bright,talented and ambitious project coordinator who has required Practitioner qualifications along with comparable experience of working to the highest standards. Ensuring projects are delivered to the highest quality, within budget by effectively organizing, managing and utilizing all resources. able to lead teams on commercial, industrial projects where the highest standards are routinely demanded. Always wanting to be actively involved in all aspects of the project life –cycle. He takes direction well and works hard to manage stakeholder expectations.

Currently looking for a challenging position, one which will make best use of my existing creative skills and experience and also further my personal and professional development.

CAREER HISTORY

**New Royal Technical Service LLC Interiors & Exhibitors Project coordinator (**2015 mar-Present)

Managerial support for all the projects conducted by the company such as Interior and exhibitions.Also responsible for providing monthly financial and technical updates of any known issues/risks to Manager

Duties:

* Meetings with Client and prepare the list of their requirements
* Site Surveying & initial measurements
* Space planning
* 2D detailing
* Responsible for costing, estimating and planning projects.
* Preparing Project Initiation documentation.
* Responsible for ensuring best value is obtained for the project including supplier base, use of internal and external resources.
* Writing detailed and summarized project progress reports.
* Identifying, costing and processing any contract variations.
* Tracking activities against the detailed project plans.
* Updating project plans to include agreed changes.
* Monitoring actual expenditure figures against project budgets.
* Coordinate with Subcontractors
* Joinery detailing using AutoCAD software
* Procurement of Wall finishes ,soft furniture’s
* Quality survey of materials
* Events & Exhibition site coordination
* Joinery production managing

Projects:

* Al Tadawi medical clinic at Jafiliya Immigration
* Al Tadawi medical clinic at Jumeirah
* Transguard medical clinic at Jabel Ali
* Al Tadawi Office Fit out at Deira
* Petra Cosmetics Kiosk at City Center Deira
* Transguard Pharmacy at Sonapoor
* Erada Rehabilitation centre, Al Khawaneej
* EKFC medical clinic in DIP for Al Tadawi
* Cityscape exhibition 2016 - Damac Properties
* Dubai Sport 2016 conference–Madinath Jumeirah
* Cityscape exhibition 2016 - Damac Properties
* Dubai Sport 2016 conference–Madinath Jumeirah
* Cityscape exhibition 2017- Tiger
* Erada Rehabilitation centre, Al Khawaneej
* Gulf Food 2017– Britania
* Derma medical 2017 –Snow Rack
* Al Tadawi medical clinic, Immigration Al Aweer

**PERSONAL SKILLS**

Solution orientated

Relationship building

Detail orientated

Decision making

Attention to detail

Confident

Flexible & adaptable

Positive attitude

**PROFESSIONAL**

Auto Cad 3ds Max

Microsoft Excel

Microsoft Word

Adobe Photoshop (basic)

Illustrator (basic)

**EDUCATION**

*B.sc Interior Design & Decoration (Mangalore university) Diploma in Auto cad 2013*

*12th Standard (Kerala educational*

*department)*

**PERSONAL DETAILS**

*Rahul Cherakkara*

*DOB: 19-10-1992*

*United Arab Emirates*

*M: +* *Whatsapp +971504753686 / +919979971283*

*Nationality* *: Indian*

*Languages* *: English, Hindi,*

*Malayalam, Tamil*

*Visa status* *: Employment*

*UAE driving license: Yes*

**Woodmax Interiors** **Kerala**, **India**



**Site Supervisor** 2013 Jun- 2014 Dec

Duties:

* Site Supervising
* Project reporting to managers
* Material quantity surveying and reporting to management
* Daily Reports
* Responsible for project scheduled work
* 2d planning & Detailing
* Responsible of materials on the site
* Responsible of workers safety

Projects:

* Residency Villa for Mohammed at Kadijimoola
* Residency villa for Rajan Nair at Thaliparambha
* Fashion Gold Jewellery at Cheruvathur

KEY SKILLS AND COMPETENCIES

***Project Management attributes***

* Good track record of managing complex multifunctional projects in various environments.
* Creating effective, informed and highly motivated teams focused on delivery.
* Comprehensive understanding of project management methodologies.
* Experience of working with sponsors, stakeholders, and solution providers.
* Successful and demonstrable delivery of results from a client site.
* Superb customer facing skills.
* Producing and delivering project documentation, e.g. user manuals and support.
* Accurately identifying client’s key requirements.
* Managing and supporting the testing and implementation of business initiatives.
* Experience of web development, sales, new business or marketing projects.

***Personal attributes***

* Possessing a responsible attitude, tact, patience, and courtesy.
* Comfortable working on numerous, smaller size pieces of work.
* Ability to operate under pressure and deliver to demanding deadlines.
* Achieving results through others.
* Able to self start own improvement initiatives.
* Good team player.
* Capable of working under limited supervision.
* Motivating Project or Programmed teams to own and complete tasks assigned to them.
* Conflict management and prioritization skills.

***Professional attributes***

* Knowledge in developing and administering resource plans and budgets.
* Strong verbal and written communication skills.
* Computer literate, with high level of competence in the use of the Microsoft Office suite of tools, including Microsoft Excel/PowerPoint
* Full systems development lifecycle experience from requirements gathering through Design, testing and deployment.

**DECLARATION**

I hereby declare that the information provided by me is true and clear to the best of my knowledge

and belief.

RAHUL

United Arab Emirates

Dubai