

# MUHAMMAD SALEEM HAIDER

Retail Delivery Manager/Fit-out Manager/Architectural & MEP Coordinator/Inspector

Sound professional with more than 11 years' of diversified experience in project management, design consultancy, fit-out coordination for Villa Projects, Hotel Projects and shops in **Ethad Towers, Abu Dhabi Mall, WTC Mall-Abu Dhabi, Remal Mall-Al Ain**, Architectural and MEP co-ordination for the entire under development **Zero 6 Community Mall University City Sharjah and Five Star Desert Resort, Al-Wathba – Abu Dhabi**.

## E-mail:

s.haider007@yahoo.com

## Phone:

+ 97156 3433197

## EDUCATION

**Postgraduate** in Interior Architecture and Design

## OTHER QUALIFICATION

- **NEBOSH** – Award in Health and Safety at Work
- **AD EHSMS** (Health and Safety Management System)
- **Interior Designing** - One Year Diploma.
- **Diploma in 3D Max, & Photoshop**
- **Diploma in Hardware & Networking**

## SKILLS


- Proven track record with Construction/Engineering Companies at various positions in different roles such as Architectural Coordination CAD and 3ds Max Operator, Interior Designer.
- Strong and credible experience of preparing Architectural & MEP LODs, As-Built drawings, preparation of 3D views,

## ACHIEVEMENTS

- Solely handled Project management cum Architectural & MEP Coordination for the entire under development **Five Star Desert Resort, Al-Wathba – Abu Dhabi**.
- Solely handled Project management cum Architectural Coordination for the entire under development **Zero 6 Community Mall, University City, Sharjah**
- Project management, design consultancy & fit-out coordination for all stores including anchor stores in **Remal Mall, Al Ain, WTC Mall, Yas Mall**.
- Project management including grand opening of the mall, design consultancy, fit-out coordination for luxury brand outlets in **Ethad Towers, Abu Dhabi Mall - Abu Dhabi**
- Was key member of the team (as Regional CAD Designer) which helped manage M. H. Alshaya to open more than 27 brands in Dubai Mall (November 2008) and open more than 32 brands in Mirdif City Centre (March 2010)
- Designed new M. H. Alshaya offices in Al Barsha Dubai

## WORK EXPERIENCE

### Project Manager

 Schwytzke Project Middle East – Turnkey Contracting - UAE  
*2016 To 2018*

- Site supervision and execution of project on time as per schedule.
- Estimation and costing, submission of quotation.
- Local relevant approvals, like: Municipality, Civil Defense, land lord, etc.
- Preparing functional space programs for both facility and master plans with BOQ.
- Participating in the development of strategic planning services, reviewing and analyzing demographic & market analysis data, serving as a principal point for consultation & advice to the project management and other team of engineers.
- Liaison with Clients and coordination with Architects, Designers, Engineers, Commercial, Planners, Specialist Suppliers and Contractors
- Reviewing design and overseeing drawing production, QA/QC, including tracking documentation & schedules, Value Engineering & design development, Manpower management & problem solving, Planning, scheduling & evaluating progression

**Being Project Manager cum Architectural Coordinator/Inspector** from Schwytzke Project at **Zero 6 Al Juraina Mall, University City, Sharjah** I was responsible for supervising and supporting the Contractor, Design Team, Client's Consultants Team and Site Engineers as well as the main building's Architect with following services:

- Studying received shop drawings from sub-contractor & supporting Architect in reviewing shop drawings and details submitted by Contractor.
- Review and interpret plans, specifications, or construction methods to ensure compliance to project requirements and design objectives
- Maintain weekly logs and supplement inspection records with photographs


Site Survey & Survey Drawing, Design Drawing including(GA,RCP,FF,BW, SPL,SF,SD, IE), Power Point Presentation, Project Plan

## Tenant Coordination Tasks at Aswaq Management and Services, Abu Dhabi

- Establishing and building good/productive relations with tenants
- Ensuring provision of satisfactory services to the tenants and helping them perform better operationally (i.e. Delivery, opening hours, maintenance, cleaning etc.)
- Issuing necessary circulars and guidelines to the tenants in order to ensure proper operations in their stores and within the common area of the Mall.
- Addressing all queries of tenants.
- Meeting tenants for addressing their operational concerns in co-ordination with operations manager.

- Comparing executed on site construction works with submitted and approved Documentation and drawings.
- Direct or supervise sub-contractors engineers or contractor directly in case of special design elements, important finishes or any difficult installations within the customer loop.
- Attend meetings with sub-contractors engineers to maintain a steady work flow between different services.
- Monitor installation design elements, interior or exterior finishes, ensuring that installation is performed properly and is in compliance with design intent.
- Measure dimensions and verify level, alignment, or elevation of structures or fixtures to ensure compliance to building plans and codes.
- Check random samples of materials arriving on construction site in order to determine their compliance with architect samples.
- Check the performance of finishes and their compatibility with Architect's approval and implementation method.
- The architectural coordinator does review all mock up related to customer loop area as per the design intent to include building executed elements and finishes which are related to architectural consultant scope of work.
- Inspection for the completed Civil, Architecture and MEP works on floor, wall and ceiling prior to handing over of retail units to landlord.
- **Inspection, review and approval of all materials, mock ups and completed works.**

## Retail Delivery Manager

 Vindico Retail, Dubai - UAE

*2014 To 2016*

Projects: WTC Mall, YAS Mall, Abu Dhabi & Remal Mall, Al Ain

## Technical Services- Asst Manager - (Arch & MEP Div.) Acting Duty Operation Manager (in absence of Operation Manager)

 Aswaq Management and Services, Abu Dhabi - UAE

*2011 To 2014*

Projects: Avenue at Etihad Towers & Abu Dhabi Mall

- Briefing meeting with new tenants and their consultants/contactors about designing & fitting of the leased premises, rules & regulations, safety guidelines, insurance policies, Authorities approval, Pre-construction requirements for mobilized on site and retail design criteria handbook prior to commencement of the fit-out work
- Official handing over of site to the tenant and his contractor for starting fit out work.
- Concept, Arch & MEP details design submission review and forward to design team for the final approval
- Coordination with tenant and his designer/contractor for finalizing and approving shop drawings/materials
- Weekly letters Issuance for late Concept, Arch & MEP design submissions, late start on site, slow progress, late opening of the shop.

## IT SKILLS

- **Professional:**

Auto Cad 2015, 3D Studio Max 7, Adobe Photo Shop 7.0, Adobe Premiere 9.0

- **General:**

Microsoft Office Applications, Internet Application, MS Project, Hardware Maintenance & Networking

## PERSONAL PROFILE

Date of Birth: 8<sup>th</sup> April, 1977

Marital Status: Married

Religion: Islam

Nationality: Pakistani


Languages Known: English, Urdu & Hindi

Driving License: Valid UAE driving license

Visa Status: Visit Visa from 14<sup>th</sup> Oct18 to 12<sup>th</sup> Jan 19

- Review & Approved Shopfront Signage drawing & physical signage sample and ensuring compliance with requirements stipulated in the Retail Design Criteria Handbooks
- Monitoring and control of design & fitting co-ordination expenditure.
- Monitoring Exova approved drawings on site.
- Ceiling inspection and approval
- Handling various activities ranging from grand opening of the mall to supervision of all ancillary events in Mall such as Fashion Shows, Exhibitions, Cars Display etc.
- Monitoring execution of final inspections for retail units prior to opening
- Monitoring yield up retail units from tenants vacating premises
- Ensuring compliance of architectural/mechanical/electrical/plumbing drawings with local statutory authorities and inform the tenant and his contractor accordingly.
- Liaising with Company's Departmental Heads for resolution of day to day issues
- Assisting property managers/directors for any modifications/alternations in drawings
- inspection of shops under fit-out
- Updating and modifications of As Built Drawings, Operation and Maintenance Manuals
- Liaising with tenants and their contractors for obtaining required approval from government authorities (i.e. ADM, Civil Defence, ADDC & NOC ISSUANCE for all)
- Preparing weekly Retail Fit- out Progress Report with Layouts and Shops opening Report with Layout
- More generally, to implement all necessary actions related to the execution of assigned duties
- Reporting to Operations Manager about progress of the fit out and the opening date on weekly basis
- Following with the tenant's contractors on finalizing the snags
- Coordinating with Operations & Leasing department for solution of technical or contractual issues
- Maintaining and updating files & drawings related to development of mall and shops

## Regional CAD Designer

 M.H. Alshaya Co. L.L.C, Dubai, - UAE  
(Retail Division, Southern Gulf)  
*2008 To 2011*

- Marking of shop locations in mall plans
- Site surveying & preparation of survey drawings
- Preparing design drawing including GA,RCP,FF,BW,SPL,SF,SD,IE and 3D views, animation etc.
- Preparing shop drawings, presentation
- Preparing mark-up drawings, supervising CAD activities etc.
- Preparing power, data, lighting, drainage, air condition layouts

## REFERENCE

Available upon request

## DECLARATION

I hereby state that the above mentioned is true to the best of my knowledge and belief.

**Muhammad Saleem Haider**

## CAD Designer

### + Apex Scaffolding L.L.C. Dubai – UAE *2005 to 2008*

- Major responsibilities included preparing sections, layouts, plans, elevations, 3D views, animation, detail drawings, site supervisions etc.

## ANNEXURE

### + Fit Outs Managed for following Brands at Remal Mall-AI Ain-UAE

2XL Furniture, Royal Furniture, Funscape Entertainment Centre, Caravan Café, IL Forno Pizza, La Brouch Coffee, Musafir Travel, Al Batra Bookshop, CBI Bank, Excusive, Bafleh Jewellers, Axiom Mobiles, Sterling, Dalma, My Shawarma etc.

### + Additional Responsibilities at Aswaq Management and Services.

Apart from the designated job I was also given Waitrose & Paul Cafe Modification Works (Civil and MEP Installation) by Sheikh Saroor Project Department, bearing in mind my job performance on the main project.

- Ecology & AHU unit's installation, Testing and commissioning of AHU & Ecology Units, and BMS System Integration, KED, FA Duct Installation.
- Cables termination for Waitrose SMBD. Also CT coils installation with ADDC meter installation board to be provided, to accept the new meter (by the Tenant) in line with ADDC rules & regulation.
- Weekly meeting with Civil and MEP contractors and prepared minutes of meeting Final inspection, taking over from Ghantoot Group and handing over to MGI Preparation of documentation for final clearance and payment

### + Fit Outs Managed for Luxury Brands at Aswaq Management & Services, Abu Dhabi

Cartier, Canali, J.M.Weston, Stefano Ricci, Kiton, Zegna, Fauchon Le Café, Hugo Boss, Lanvin, Tomford, Givenchy, Waitrose, Breguet, Vertu, Porsche Design, I W C , Roger Dubuis, Manolo Blahnik, Bally, Guiseppe Zanoti, Herve Leger, Mont Blanc, Stephane Rolland, De Grisogono, Piaget, Versace, Salvatore Ferragamo, Burberry, Van Cleef & Arpels, Bvlgari, Hermes, Chloe, Jaeger Le Coultre, A. Lange & Söhne, Officine Panerai, Rolex, Roberto Cavalli, Al Gusto.

### + Brands dealt at M. H. Alshaya Co. L.L.C., Dubai, U.A.E.

- **Fashion & Footwear** :- H & M, Debenhams Solaris, American Eagle, Claire's, Express, Mother care, Vision Express, Next, Pottery Barn, PBK, Office Depot , Oasis ,Coast Payless Shoes, Top shop / Top man, Miss Selfridge, Foot locker, Milano, Boots, MAC, Va Va Voom, The Body Shop, Jo Malone London.
- **F & B:** - Starbucks Coffee, Dean & Deluca, LPQ, PF Changs, Pink berry Noodle Factory, Sarai, Asha's & etc.