



RESUME

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Introduction

Result driven and profit-oriented Project Manager with proven records of **accomplishment in on-time project completion** with improved client satisfaction in **construction and Fit-out industry**. Expertise in project related issue analysis, cost optimization with limited resources. Innovative and skill-full in consistently identifying and accelerating strategic measures to strengthen performance with sustained operational results.

Professional Experience: 18 Yrs. of Work Experience in FIT OUT & CONSTRUCTION industry.

Summary

- **14 years over all UAE Experience** in leading projects for **High-end interior FIT-OUT & CONSTRUCTION industry.**
- **9 years of experience in project management.**
- **Vast Experience in Retail fit out, including residential and commercial buildings.**
- **Expertise in overall project requirements and the ability to advise client's knowledgeably on overall project management issues.**
- **Experienced in vendor management, negotiations and strategic financial analysis to increase efficiencies & reduce costs.**
- Ability to manage multiple tasks and projects.
- Sound understanding of relevant MEP works.
- Strong planning, tracking and organization skills.
- Ability to complete detailed documentation with speed and accuracy.
- Project management skills including budget adherence and cost control measures.
- Construction knowledge and excellent detailing skills.
- Excellent knowledge of Microsoft Office including MS Project and other related softwares.
- Excellent relationship management and communication abilities to extend technical support to the team.
- Communication and team building skills.

Core Competencies

Project Management	Team Leadership	Process Improvements
Decision-making.	Negotiation	Finishes Installation
Problem solving	Budget Management	AutoCAD
Site Management	Strategic Planning & Analysis	Quality Control
Cost Control	Operational Planning	Engineering

Professional Experience

1) XANADU PGS gulf contracting.

Designation :- Fit-out Manager - Working as **Fit-out Manager** for **Xanadu PGS gulf contracting** , Emmar Boulevard, Downtown , Dubai from January 2018 - Till date.

Project Done:-

Derby Residences at Meydan, Dubai.

Project cost 27 million, Area 12000 Sq Mt, Time frame – 7 month.

Responsibilities:

- Reporting to the General Manager.
- Ensure resource availability and allocation & Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Manage variation proposals and drawings, and study inventory and initiate change requests when necessary in response to meeting the clients' requests.
- Keep monitoring site progress, Provide technical / managerial input to solving problems & lead the team for resolution of issues.
- Schedule visit to the site for inspecting the necessary specification, finishes and quality of work.
- Lead and direct the communication of the project's status, budget, costs, issues, and related information to the project's team members, project sponsor, steering committee, affected business units and team members as appropriate.
- Attend all weekly management/consultant/main contractor/client meeting and follow up the action assigned on the specified dates without any delays.
- Set up and maintain cost monitoring and reporting systems and procedures to ensure reduction of material waste and saving of resources.
- Negotiation with the Sub- contractor / Supplier.
- Managing project, QS, design & procurement team to ensure the successful completion of the projects within budget.
- Approval of payment for contractors & supplier.
- Identify risks and issues, suggests alternatives that lead to the best solution
- Ensure the commitment towards the implementation of the QHSE management system, such as health and safety of employee and staff is everyone responsibility as well as implementation of quality aspect of work.

2) Arco group international.

Designation :- Senior Project Manager - Worked as **Senior Project Manager** for **Arco group International , DIP-2, Dubai**, from September 2015 – November 2017.

Project Done:-**Building M at Business park , Dubai south.**

Project cost 26 million, Area 15000 Sq Mt, Time frame – 6 month

Torch tower at Dubai Marina (Fire damage rectification project).

Project cost 13 million, time frame 7 month.

Various Retail , F&B Project completed for retail group in UAE such as Al Futtaim, Jashanmal, Armada group , Saif belhasa group, GMG group. LSH group .

Responsibilities:

- Reporting to Managing Director.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Initiation, planning, execution, monitoring and controlling the delivery schedule performance and maintain an updated schedule, achieve and improve customer satisfaction, communicate re-schedules with explanation
- Ensure that all projects are delivered on-time, within scope and within budget.
- Providing best input to optimize the resources (manpower, equipment and materials) from start to finish of the project.
- Manage and monitor the schedule baseline considering the engineering, procurement, financial and construction activities in order to maintain the progress and accomplish project's target.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Ectives, involving all relevant stakeholders and ensuring technical feasibility.
- Responsible for monitoring the schedule and cost performance of the project.* Preparation of resource requirements/deployment schedule/cash flow, etc.
- Negotiate contracts with external vendors to reach profitable agreements.
- Reviewing commercial and technical submittal prior to submission of tender.
- Approval of payment for contractors & supplier.
- Identify risks and issues, suggests alternatives that lead to the best solution
- Schedule visit to the site for inspecting the necessary specification, finishes and quality of work.

3) Al Ahli Holding Group (AAHG)

Designation :- Project Manager (Client Representative) - Worked as **Project Manager** for **Al Ahli Holding Group**, Dubai, from Aug 2012 – to August 2015.

Project Done:-

1. Expansion of Dubai outlet Mall (Phase -2).

2. Expansion of Golds Gym International (Health Club , F&B Unit)

- Gold's Gym International at Union Co-operative Hamriya, Dubai, Total Project Cost – AED 5 Million, Area – 35000 Sq. ft. Time Frame – 3 Months.
- Gold's Gym International at Fujairah. Total Project Cost – AED 2.5 Million, Area – 20000 Sq. ft. Time Frame – 3 Months.
- Gold's Gym International at Hazza Bin Zayed Stadium, Al-Ain. Total Project Cost – AED 10 Million, Area – 70000 Sq. ft. Time frame – 6 Months
- Gold's Gym International in Deerfield Mall Shahama, Abu Dhabi. Project Cost – AED 4.5 Million, Area – 47000 Sq. ft., Time frame – 4 Months.
- Golds Gym International at Avenue mall ,Mascut , Oman, Project cost -AED 3.2 Million, Area – 35000Sq ft , Time frame – 3 month.
- Little Manila Restaurant in Al-Muragabat Street, Dubai. Project Cost – 3.0 Million, Area – 11000 Sq. Ft. Time Frame – 3 Months.
- Comicave (largest pop culture superstore) at Dubai Outlet Mall. Project Cost – AED 4.0 Million, Area – 12000 Sq. Ft. Time Frame – 3Months.

Responsibilities:

- Reporting to the Head of venture.
- Prepare and submit budget estimates, progress reports, and cost tracking reports to maintain up to date project information.
- Interface with the commercial Teams to ensure coordination and reporting is of a level that assists in the timely delivery of contract deliverables.
- Obtain the required support to assist in the timely payment of invoices and resolution of variations and claims.
- Decide on subcontractors' selection and negotiate terms and conditions in the agreement and execution phases in order to keep an effective relationship management with external providers.
- Review and suggestion to the contract agreement, tender documents. (Technical and commercial).
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Forecast the upcoming project works and their requirements and in terms of time, cost, resources etc.
- Confirmation of payment for contractors & supplier.
- Attend all weekly management/consultant/main contractor/client meeting and follow up the action assigned on the specified dates without any delays.
- Attending internal meeting with "other in-house departments" (Procurement, finance, audit, marketing).
- Schedule visit to the site for inspecting the necessary specification, finishes and quality of work.

4) M\s. Oricon Ilc

Designation: - Projects Manager – Worked as a Project Manager for Oricon Interior LLC from June 2009 to July 2012.

Responsibilities:

- Reporting to General Manager .
- Supervise all the post award participants on the project – be it consultants or contractors/ vendors and to ensure their activities are in accordance with the approved drawings, contract specifications, method statements, quality and schedule.
- Primary contact person for any issues that arose during the implementations.
- Preparing quality report fortnightly and monthly.
- Organizing vendor review meeting weekly.
- Study, review, and evaluate preliminary and final plans, specifications and drawings.
- Co-ordinate the production of drawing to ensure submittal on a timely basis relative to the construction plan.
- Planning, organizing and scheduling of project implementations.
- Coordinating with sub-contractors, Vendors and their engineers at site.
- Project construction cost monitoring and control.
- Meeting with client, consultant and mall management to discuss the issues regarding design, finishes and approval.
- Schedule visit to the site for inspecting the necessary specification , finishes and quality of work.

5) M\s Horizon Star International Ilc

Designation: - Site Architect /Engineer - Worked as **Site Architect /Engineer** for **Horizon Star Interntional Ilc** dubai, from March 2006- June 2009.

Project Done: -

Palace for H.H Hamdan Bin Rashid Al Makhtoum at Zabeel. (dubai).

Responsibilities:

- Reporting to Project Manager.
- Coordinate and supervise design team throughout the production process developing efficient solutions and integrating all Project elements into the final project documents.
- Liaison with Construction Management Team in Design Discussions and for approvals
- Liaise with other packages to ensure all drawings are co-ordinated .
- Site Inspection for design coordination & Setting out of the drawings at site..
- Report to the construction team if any envisaged problem with the design.
- Facilitated the timely exchange of information between all project team member.
- Checking out the quality of work.

6) M\s. Dar Al Zakhrafa

Designation: - Project engineer - Worked as **Project engineer for Dar Al Zakhrafa interior** Abudhabi, from Dec 2003 - feb 2006

Project Done: -

Emirates palace Hotel at abudhabi. Gulf Library at Abudhabi. Nad Al Jazeera (stadium) at Abudhabi. Ibn Batuta Mall at Dubai.

Responsibilities:

- Reporting to Project Manager.
- Preparation of shop drawing for the production of material.
- Identify engineering problems and ensure solutions are implemented
- Evaluate, organise and prioritise workload within a schedule
- Liaison with client/Consultant in Design Discussions .
- Coordinate with MEP contractor to make sure of clearance for installation false ceiling and other finishes.
- Site Inspection for design coordination & Setting out of the drawings at site.

7) M\s. Kapoor and associates

Designation: - Asst Architect- Worked as **Asst Architect for M/s Kapoor and associates**, Patna, India from March 2000 - Aug 2003

Company Discription: - M\s. Kapor and Associates, is a full service architectural and engineering consultancy firm. The works include Urban Design, Landscaping, Architecture and Interior Design.

Responsibilities:

- Reporting to Associate Architect
- Preparation of conceptual Plans, elevations.
- Representing Associate Architect in client meetings.
- Incorporating the revisions & Suggestions to drawings.
- Prepared the site reports & its correspondence to concerns.

Professional Education

- **Diploma Engineering (Architecture)** from **Aligarh Muslim University (India).**

Computer Skills

- Operating system - **MS- Office, Micro Soft Project , Auto-Cad.**
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Personal Details

- Name: Mohammad Rizwan Manzar.
- Age & Date of Birth: 05-02-1981
- Nationality: Indian
- Marital Status: Married.
- **Driving License: Available (UAE)**