



TO,
M/s:

Vacancy For: Project Manager Civil (Interior Fit-outs / Turnkey Projects).

Total Professional Experience at Glance: Above 18 Years 05 Months.

Dear All,

Being known to understand that there is a Vacancy for the above post. I Undersigned. **Mr. Istiyak Hussain Abdul Hafeez Mistry**, would like to apply for the same. With my Education & Willingness to Learn, I am Confident of Proving my Ability to work efficiently and maintain the Healthy Working.

If given an Opportunity, I will be able to Fulfill and satisfy all you're Requirements and also contribute my Services to the Smooth and Efficient Functioning. Hence it will be a Matter of Pride to serve for your Esteemed Organization.

Name of Candidate: Istiyak Hussain Abdul Hafeez Mistry

Applied Designation: Interior Project Manager.

Total Years of Experience: 18 Years 05 Months.

Diploma: B.sc Interior Designing.

Post-Graduation/ Certifications: P.G. Diploma in Project Management Professional.

Current Organization: Project Manager Interior - Free Lancer, Mumbai.

Immediate Previous Org: Al Wadi Al Kabir Carpentry LLC, Oman (**Called For Special Project**).

Previous Designation: Project Manager Interior - Oman.

Previously Report to: (General Manger)

Number of Repartee's: More Than 150 employers.

Current CTC: 21 Lacks+ (Perks & Other Benefits)

Expected CTC: & Take home per month: Best in Industry + (Perks & Other Benefits)

Reason for leaving the present Job: For Better Future Prospects.

Job location: Anywhere in Mumbai & Gulf.



OBJECTIVE: TO PURSUE MY AMBITION TO THE FINEST IN INTERIOR INDUSTRY.

I Hereby Enclose My Curriculum Vitae And Eagerly Awaiting For Your Early Reply.



PROJECT MANAGER INTERIOR FITOUT.

ISTIYAK HUSSAIN MISTRY.

Flat No 206, A1/4 Green Park Hsg Society, Nr Sane Guruji School
Santacruz (West) Mumbai: 400054.

Mob: +91 9323868400.

Email: ishq02713@yahoo.co.in

PERSONAL STATEMENT:

My responsibility to manage and control all activities that ensure successful completion of projects both in terms of financial results as well as client satisfaction. Primarily responsible for bringing business and technology together under a unified structure. I must be aware that delivering successful projects to clients is the most important single factor for winning further business and accordingly remains responsible to continue to gainfully engage the client to keep him satisfied in the interest of nurturing long term relations, also in charge of exciting team work which involve controlling a multi-disciplinary team from various fields.

STRENGTHS & SKILLS :

- 1 Resourceful and flexible can comfortably manage any interior fit out activity with great problem-solving skills.
- 2 Skilled in planning, organization and time management, able to interface with clients in multiple industries; communicate successfully in implementing management strategies to execute projects.
- 3 Able to make sure that all the project requirements have been met in regard to cost, quality & safety experience.
- 4 Exceptional time management, organizational and strong financial and business acumen.
- 5 Superlative strengths in inspiring and motivating team efforts, setting and communicating goals, measuring accomplishments, accountability and delegation.
- 6 Great track record in efficiency and maximization of profits while keeping costs at a minimum.
- 7 Able to meet deadlines with confident and reliable at all times. # **Self-motivated capable to work under pressure.**

EMPLOYMENT HISTORY & EXPERIENCE IN BRIEF (AS HIS WITH STATED).

TOTAL PROFESSIONAL EXPERIENCE AT GLANCE:		Above 18 Years 05 Months.				
PREVIOUS COMPANY CTC:		21 Lacks + (Perks & Other Benefits) (USD: 2500 Per Month)				
EXPECTED CTC:		Best in Industry + (Perks & Other Benefits)				
Sr No	Organization	Location	Duration in Months		Mo nth	Designation (S-E # Self-Employ)
			From	To		
10	Interior Fit Out - Free Lancer	Mumbai.	Apr-2014	Till Date	54	Project Manager Interior (S-E)
9	Al Wadi Al Kabir Carpentry LLC	Oman.	Dec-2013	Mar-2014	04	Project Manager Interior
8	Interior Fit Out - Free Lancer	Mumbai.	Jan-2012	Nov 2013	23	Project Manager Interior (S-E)
7	Sahara Aamby Valley City	Lonavala.	May-2008	Dec-2011	44	Interior Asst, Manager
6	Royal Palms India Pvt Ltd	Goregaon.	Dec-2007	Apr-2008	05	Sr. Interior Designer
5	Sleek Kitchen World (Status)	Borivali.	Apr-2007	Nov-2007	08	Sr. Interior Designer & Sales
4	Midas Interiors	Prabhadevi.	Feb-2006	Mar-2007	14	Interior Fit Out Manager
3	Indoors Furniture	Andheri.	Nov-2002	Jan-2006	39	Asst. Manager & I. Designer
2	Mas Furniture, B.K.C	Chembur.	Nov-2001	Oct-2002	12	Furniture Showroom Sales & I.D.
1	Ramboo Prolen India Pvt Ltd	Andheri.	May-2000	Oct-2001	18	Furniture Showroom Sales & I.D.

REFERENCE CONTACT NUMBER MATCHED WITH THE ABOVE Sr.No.

1	Mr. Amit Burmaan, Tel: 26351282.	2	Mr. Irfan Memon, Tel: 25271920.	3	Mr. Asim Nagree, Tel: 28571135.
4	Mr. Abbas Cont, Tel: 24309797.	5	Mr. Rajesh Ahuja, Tel: 28543047.	6	Mrs. Preeti, Tel: 28794000 / 01
7	Mr. M.A.Nabi, Tel: 20-22965111.	8	Interior Fit out - Free Lancer	9	G.M - Mr. Antony Koumettou



6-10 CONSTRUCTION INTERIOR FITOUT DESCRIPTION OF PROFESSIONAL EXPERIENCE.

With Above 18 Years of Experience In Executing & Designing Projects, With Hotel, Residential, Commercial & Villas Township Project. That Comprises of Art Field, Execution, Quality & Client Relationship Management. Previously Worked With

AL WADI AL KABIR CARPENTRY LLC OMAN- INTERIOR PROJECT MANAGER
Called For Special Project of Mazoon Electricity Company SAOC - MZEC Oman

SAHARA AAMBY VALLEY TOWN CITY, LONAVALA 10,000 ACRE LAND.

AAMBY VALLY INFRASTRUCTURE DEVELOPMENT PROJECTS FOR APARTMENTS OF: 1800Sqft, 2500Sqft & 3000Sqft.
SAHARA INDIA PARIWAR AT SION & B.K.C MUMBAI COMMERCIAL BACKUP OFFICE OF TOTAL AREA: 42,500 Sqft.

A challenging and responsible position as a project manager interior in the fit out industry. An opportunity where my expertise, capabilities and career interests can be utilized. Highly creative design professional with extensive experiences in commercial and residential space planning and design. Expertise in strong conceptualization & architectural planning. Conduct all aspects of design work: developing strong design theme and concept finish selection and presentation boards. Work closely with architectural professionals from design stage through construction and installation process. Communicate well with variety of clients as well as the professional project team of designers, architects, engineers and contractors. Work effectively both as a team member and as an individual.

- Handling a base of 90 villas & others infrastructure development projects like commercial, residential, hospitality.
- Understanding relevant requirements from clients & devising of design concepts detailed drawings of the same.
- Preparing BOQ, conceptual drawings and working drawings; detailing equipment's after gathering product specifications. Estimating project costs as well as devising plans & marking schedules at site.
- Reduced design cost by using knowledge and skill in design, overseeing all project activities both on-site and off-site and making sure they are completed as per the schedule
- Deals with clients in a manner that enhances their trust in the company & strengthens the relationship. Regular ensuring customer complaints on priority, responds in a manner to maintain desired level of comfort of the clients.
- Interface with vendors for cost effective procurement of material & appointing contractors to ensure smooth execution of projects meet project deadlines and budget constraints.
- Resolved any arising issues to do with site construction and procurement procedures
- Interaction with project procurement teams, HR, admin & finance team regarding timely raising of invoices and follow up with client for the timely release of payment receipts.
- Reviewed all the designs & drawings beforehand to identify any problems with project team, contractors, vendor, project engineer's on-site activities to ensure timely completion of projects & interacting with consultant or with all service departments involved (I.T, Electrical & HVAC). Approving invoices from sub-contractors & vendors.
- Securing approved variation/change orders for work identified prior to commencing work not as part of the original scope, meeting & review with the client regarding the finishes alternative design / execution approaches cost implications.
- Defining QA/QC for each operation best practices and implementing the same in the organization & scheduling of a project according to date of finalization for right time & proper execution on site & health, safety of worker.
- Consulted with the relevant authority and took decisive action in case of any errors, to implementation & selection of interior material for projects.
- Reviewed and made the necessary recommendations appertaining to any construction modifications education.
- Suggesting corrective action for external customer satisfaction systems.
- Handling coordinate with implementation department & contractor for inception on site, carry out the initial checks.
- Monthly projects' progress report with projection for latest time to complete cost to ultimate revenue of updated track record of each project to specification.



1-5 FURNITURE STORE INTERIOR FITOUT DESCRIPTION OF PROFESSIONAL EXPERIENCE.

Working in furniture decoration offered a wide variety of feedback and analysis for organization of specification manuals for interior finishes, furnishings and accessories in the development design of ideas and innovation in the design of residential and commercial design's for diverse clients, and how to take advantage of the spaces and the distribution of furniture and art in ways that give the person an attractive total comfort to firms practice areas included hospitality, health care, corporate interiors, office buildings and retail design. Successfully created all phases of design development. Advised clients on project selections and managed interior project specifications including sourcing and schedule coordinator. Supervised design team to create solutions for prospective clients. Collaborated with contractors, architects, builders and other service providers daily.

- Finding out the inception of upcoming projects. & co-ordination with sales executive, & client for their projects
- Successfully led design team to aesthetic designs in preparation for client meetings.
- Designing of layouts with details such as furniture, fixtures, equipment's, etc.
- Served as primary contact with clients and consultants as well as vendor negotiations.
- Attaining approvals for design from clients & getting order confirmed from the clients as well as their architects.
- Preparing a BOQ (bill of quantity), costing & estimation for the project & with detail drawing.
- Researched, sourced and assembled materials in preparation for client presentations.
- Award of contractor for execution & mobilization of contractor and execution of work.
- Provide and discuss the timetable with required consultants & agencies and finalize the same.
- Managed budgets, negotiated pricing with vendors, and worked within time lines at 100% success rate
- Supervising the activities in the site during the execution period.
- Monitor the progress of works against the contractor's program and report to the client.
- Multi-managed projects within budget as well as met strict deadlines.
- Planned and conducted regular consultant meetings.
- Use of all raw Materials in the Design of all types of Finishes such as wood Species and other types of Marble from raw Materials such as Plastic, Glass, Cloth.

EDUCATIONAL QUALIFICATION & PERSONAL INFORMATION.

1	P.G. Diploma in Project Management	Institute of Business Management & Technology (I.B.M.T)	2013	
2	Diploma in B.sc Interior Design	Uttar Pradesh Technical University Lucknow 'I' Div	2003	
3	H.S.C.	National Board of Secondary Education (N.B.S.C) 68%	1999	
4	S.S.C.	National Board of Secondary Education (N.B.S.C) 72%	1997	
SOFTWARE PROFICIENCY:		Ms. Office, Ms. Project, Auto CAD, Sketch-up, KCDW Software & Outlook Express Etc.		
Language Skills : English, Hindi, Marathi		Nationality : Indian		
D.O.B : 25 / 10 / 1982 (36 Y)	Gender : Male	Marital Status : Married	Religion: Sunni Muslim.	
Passport No : K9260242	Date Of Issue: 20 / 02 / 2013	Place Of Issue : Mumbai	Validity : 10 Years	

OBJECTIVE: TO PURSUE MY AMBITION TO THE FINEST IN INTERIOR INDUSTRY.

I HEREBY ENCLOSE MY CURRICULUM VITAE AND EAGERLY AWAITING FOR YOUR EARLY REPLY.



Mr. Istiyak H A Hafeez Mistry.

Date: - 10 / 09 / 2018.

**Thanking You,
Yours Truly,**