

CURRICULUM VITAE

SAHAYA BERVIN RAJ

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NAJMA, DOHA - QATAR



CAREER OBJECTIVE:

AN EXPERIENCED SR. SITE ARCHITECT, WITH OVER 7+ YEARS OF EXPERIENCE IN ARCHITECTURE & INTERIOR FIT OUT INDUSTRY, LOOKING FOR A NEW AND CHALLENGING POSITION IN THE ESTABLISHED ORGANIZATION, WHICH WILL MAKE BEST USE OF MY EXISTING CREATIVE SKILLS, EXPERIENCE AND ALSO TO DEVELOP MY PERSONAL AND PROFESSIONAL SKILLS.

PROFESSIONAL SUMMARY:

- A HIGHLY EXPERIENCED SITE ARCHITECT / ASST. PROJECT MANAGER WITH 7+ YEARS EXP. HAVING COMPREHENSIVE UNDERSTANDING OF PROJECT MANAGEMENT AND EXECUTION AND THEIR IMPLEMENTATION IN RESIDENTIAL, COMMERCIAL, RETAIL AND F&B FITOUT SECTORS.
- PROVEN EXPERTISE AND LEADERSHIP IN MANAGING MULTIPLE HIGH VALUE PROJECTS ACROSS VARIOUS INDUSTRY SECTORS IN DUBAI, QATAR & INDIA,.
- LIAISE WITH MANAGEMENT, CLIENT, APPOINTING CONTRACTOR & NEGOTIATION.
- STRONG TECHNICAL KNOWLEDGE IN MEP SERVICES & SECURITY SYSTEMS.
- FLUENCY WITH VARIOUS SUPPORTING SOFTWARE (AUTOCAD, ADOBE PHOTOSHOP, MICROSOFT OFFICE PACKAGES) TOGETHER WITH ARCHITECTURE KNOWLEDGE.

1. SENIOR SITE ARCHITECT AT

**AMMAR AL DOHA CONTRACTING / CLASSICAL PALACE, DOHA
(FROM MAY 2017 TO DECEMBER 2018)**

JOB PROFILE:

- RESPONSIBLE IN MONITORING SITE PROGRESS AND FOLLOW UP WITH CONTRACTORS, VENDORS AND IDENTIFY ANY DELAY, QUALITY ISSUES DURING CONSTRUCTION.
- RESPONSIBLE FOR THE ENTIRE QUALITY ASSURANCE, QUALITY CONTROL & CRFI .
- ATTEND INSPECTIONS VIA WORK INSPECTION REQUESTS AND PROVIDE ACCURATE INSPECTION COMMENTS.
- ENSURE THAT SNAGGING IS CLOSED OUT EFFECTIVELY AND O&M IS PROPERLY REVIEWED AND APPROVED.
- MANAGE THE HANDOVER PROCESS BETWEEN CONSULTANT AND MANAGEMENT TEAM ENSURING THAT FULL HANDOVER DOCUMENTATION IS PROVIDED;
- ATTENDING COORDINATION MEETINGS WITH CONSULTANT, PROJECT TEAM, CONTRACTORS AND SUB-CONTRACTORS.
- CLOSE COORDINATION WITH SAFETY OFFICERS TO RECEIVE COMMENTS TO ENSURE THAT THE UNIT ARE UNDER CONSTRUCTION ARE SAFE AND FREE FROM HAZARDS.

PROJECT HANDLED

- INTERIOR FIT OUT FOR PARK HYATT PHASE -3, T-08 BLOCK, MSHEIREB DOWN TOWN, DOHA.

2. ASST. PROJECT MANAGER AT

STEP UP INTERIOR DECORATION WORKS LLC, DUBAI (FROM OCT 2016 TO MAR 2017)

JOB PROFILE:

- PREPARE, SCHEDULE AND MONITOR THE ASSIGNED PROJECTS.

- REVIEWING AND ASSIST IN PREPARATION OF FIT OUT DRAWINGS, BILL OF QUANTITIES AND SUBMITTALS FOR THE PROJECTS.
- PREPARING CONTRACTS & PRICE NEGOTIATION WITH SUB CONTRACTORS AND VENDORS.
- LIAISE WITH VARIOUS AUTHORITIES (DUBAI MUNICIPALITY, TRAKHEES, TECOM, DMCC, CIVIL DEFENCE, ETC.) FOR THE APPROVALS.
- ATTENDING WEEKLY & MONTHLY PROGRESS MEETINGS WITH CLIENTS, CONTRACTORS, VENDORS AND PREPARATION OF MINUTES OF MEETINGS.
- REVIEWING INSPECTION REPORT AND ENSURING ACTION REQUIRED ARE INITIATED.
- PROJECT COORDINATION WITH CIVIL, MEP CONTRACTORS AND SUB-CONTRACTORS.
- ASSISTS PROJECT MANAGER IN REVIEW AND SELECTION OF ARCHITECTURAL MATERIALS ARE IN COMPLIANCE WITH APPROVED MATERIAL SUBMITTALS.
- ENSURE ADHERENCE TO QUALITY, HEALTH AND SAFETY REGULATIONS.

PROJECT EXECUTED

- SHELLY VILLA, B-71 LIME TREE VALLEY, JUMEIRAH GOLF ESTATE.
- SHORLINE APARTMENT, UNIT. 209, PALM JUMEIRAH.
- OFFICE NO:1703,1704 & 1705 CITADEL TOWER, BUSINESS BAY.
- RIMAL 5 UNIT.206, APARTMENT INTERIOR RENOVATION, JUMEIRAH BEACH RESIDENCE.
- MIRCHI RESTAURANT, AL RIGGA, DEIRA.

3. SITE ARCHITECT / PROJECT ENGINEER AT HAIMA EMIRATES LLC , DUBAI (FROM JULY 2014 TO SEPTEMBER 2016)

JOB PROFILE:

- PROJECT SCHEDULING, SITE SUPERVISING AND EXECUTION.
- COORDINATE WITH MALL MANAGEMENT & TENANT COORDINATOR FOR DESIGN REVIEW AND OTHER RELEVANT APPROVALS.
- LIAISON BETWEEN TENANT/CLIENT, CONTRACTORS & SUPPLIERS.
- PREPARING FIT OUT DRAWINGS, BILL OF QUANTITIES AND PROCURING MATERIALS FOR THE SITE.
- PLAN PROJECTS IN TERMS OF FIT-OUT SCHEDULES, THIRD PARTY DELIVERABLES, INSPECTIONS AND FINAL HANDOVERS
- FOLLOW UP AND RECEIVE APPROVALS FROM ALL CONCERNED AUTHORITIES TO COMMENCE WORKS ON SITE
- PROJECT COORDINATION WITH CIVIL & MEP CONTRACTORS.
- PREPARING DAILY, WEEKLY AND MONTHLY REPORT FOR EACH SITE
- ATTENDS WEEKLY PROGRESS MEETINGS WITH CLIENTS, CONTRACTORS & VENDORS AND PREPARING OF MINUTES OF MEETINGS .
- ENSURE ADHERENCE TO QUALITY, HEALTH AND SAFETY REGULATIONS ON ALL ASSIGNED SITES

PROJECT EXECUTED

- YAKITATE (JAPANESE BAKERY AND CAFÉ) AL GHURAIR CENTRE, DEIRA
- CHEVICHE RESTAURANT, EMIRATES FINANCIAL TOWER, DIFC.
- THE MARKET CAFÉ , PEARL MARINA HOTEL APARTMENT, JLT
- IWOK RESTAURANT, PEARL MARINA HOTEL APARTMENT, JLT
- GERARD CAFE, AL GHURAIR CENTRE, DEIRA
- THE HAMPTON CAFE, JUMEIRAH.
- SHARJAH MUNICIPALITY BUILDING INTERIOR, SHARJAH.
- ALAMI VILLA , VILLA NO: 94, MIRADOR COLLECTION, ARABIAN RANCHES.
- OFFICE FOR RESTAURANT SECRET, OASIS CENTRE, AL QUOZ.
- JAWAHARA JEWELLERY, FUJEIRAH

4. ARCHITECT AT

ID & BEYOND LLC, DUBAI (FROM FEB 2014 TO JULY 2014)

JOB PROFILE:

- PREPARING FIT OUT SHOP DRAWINGS & APPROVAL DRAWINGS FOR THE SITE.
- PREPARING SITE SURVEY REPORTS & BILL OF QUANTITIES FOR THE SITE.
- MONITORING ALL WORKS EXECUTED AT EACH STAGES ACCORDING TO THE APPROVED WORK SCHEDULE.
- PROJECT COORDINATION WITH CIVIL & MEP CONTRACTORS.
- ATTENDING WEEKLY PROGRESS MEETINGS WITH CLIENTS, CONTRACTORS & VENDORS.

PROJECT EXECUTED

- OFFICE INTERIOR FOR MENNHEIM ASSOCIATES (UNIT.2401) MEDIA ONE TOWER, DUBAI MEDIA CITY.
- OFFICE FOR EATHOS LTD (UNIT 816 & 817), LIBERTY HOUSE, DIFC.
- OFFICE INTERIOR FOR FIRST VIDEO COMMUNICATION (UNIT 102) DUBAI INTERNET CITY.
- OFFICE INTERIOR FOR E - SOLUTION (UNIT 312) DUBAI INTERNET CITY.

5. ARCHITECT AT

D+Y ARCHITECTURE INTERIORS, CHENNAI, INDIA (FROM APRIL 2011 TO JAN 2014)

JOB PROFILE:

- DEVELOPING AN ADEQUATE VARIETY OF CONCEPTUAL DESIGN ALTERNATIVES TO SATISFY THE CLIENT NEEDS AND THE REQUIREMENTS OF THE PROJECT SPECIFICATIONS BASED ON REQUIREMENT ANALYSIS.
- DESIGN DEVELOPMENT AND WORKING DRAWINGS.
- PREPARING BILL OF QUANTITIES, DESIGN BASIS REPORT AND SUBMITTALS..
- PREPARING APPROVAL DRAWINGS FOR SITE AS PER LOCAL BYE- LAW AND NORMS.
- PRESENTATION IN 2D AND 3D FORMAT.
- TECHNICAL INSTRUCTION FOR SITE WORKS AND PERIODIC VISIT.

PROJECT HANDLED

- RESIDENCE FOR MR.VENKATESH & APARNA AT ECR, CHENNAI, INDIA.
- RESIDENCE FOR MR.DEV AT THIRUVANMIYUR, CHENNAI, INDIA.
- RESIDENCE FOR MR.RAFEEK AT KOTTIVAKKAM, CHENNAI, INDIA.
- MIDAS PARK VILLAS BY CONCEPT CITY GROUP, BANGALORE, INDIA.
- COMMERCIAL COMPLEX FOR DR.SAKKU BAI, T.NAGAR, CHENNAI, INDIA.
- JAIN VIDYANIKATAN SCHOOL, AMETHI.
- RAYMOND SHOP INTERIOR FITOUT, ANNA NAGAR, CHENNAI.
- RAYMOND SHOP INTERIOR FITOUT, VELACHERY, CHENNAI.
- RAYMOND SHOP INTERIOR FITOUT, MYLADUTHURAI.

6. ARCHITECTURE INTERNSHIP (FROM APRIL 2009 TO OCTOBER 2009)

- **INTEGRATED DESIGN TEAM, BANGALORE** UNDER THE GUIDANCE OF AR.SURENDRAN & AR.ARUN BALAJI.

PROJECT CONTRIBUTION:

- ELYSIUM CENTRAL IN COIMBATORE.
- ELYSIUM GARDENIA IN KRISHNA COLONY, COIMBATORE.
- TRACKTECH INDUSTRIES, MALUR.
- JAIN HEIGHTS STRUCTURES ALTURA, BANGALORE
- TELCON BY TATA, KOLKATTA

ACADEMIC PROJECT :

- INDIAN INSTITUTE OF MANAGEMENT TRICHY (CAMPUS PLANNING)

PROFESSIONAL SKILLS:

- PROJECT MANAGEMENT AND SUPERVISION SKILLS.
- ABILITY TO WORK WITH MULTI DISCIPLINE PROJECTS.
- TIME MANAGEMENT AND ORGANISATION SKILLS.
- PRESENTATIONS IN 2D FORMAT.

PROFESSIONAL QUALIFICATION:

- COMPLETED MY BACHELOR DEGREE IN THE FIELD OF ARCHITECTURE FROM SATHYABAMA UNIVERSITY, CHENNAI, INDIA (2006 -2011)

EDUCATIONAL QUALIFICATION:

- ST. MARY’S HIGHER SECONDARY SCHOOL – COLACHEL (2005 - 2006)
COMPLETED MY HIGHER SECONDARY SCHOOL IN MATHEMATICS, PHYSICS, CHEMISTRY WITH COMPUTER SCIENCE AS THE MAIN SUBJECT CONDUCTED BY STATE BOARD OF TAMILNADU.
- VKP HIGHER SECONDARY SCHOOL – COLACHEL (2003 - 2004)
COMPLETED MY SECONDARY SCHOOL LEAVING CERTIFICATE CONDUCTED BY STATE BOARD OF TAMILNADU.

PROFESSIONAL AFFILIATION:

- QUALIFIED INTERIOR DESIGNER BY DUBAI MUNICIPALITY- UAE.
- DUBAI CIVIL DEFENCE REPRESENTATIVE FOR THE COMPANY
- AFFILIATED MEMBER SOCIETY OF ENGINEERS - UAE
- REGISTERED ARCHITECT UNDER COUNCIL OF ARCHITECTURE, NEW DELHI, INDIA.

ACHIEVEMENTS:

- PARTICIPATED IN REUBEN’S TROPHY FOR COLLEGE YEAR 2006
- PARTICIPATED IN NATIONAL SEMINAR CONDUCTED 18TH - 20TH FEB. 2007 ON CONTEMPORARY URBAN ISSUES.
- PARTICIPATED IN ANDC FOR COLLEGE YEAR 2008.

SAFETY TRAINING COURSE:

- FIRE SAFETY FUNDAMENTAL & PROPER USING OF EXTINGUISHER.
- EMERGENCY FIRST AID (CPR & AED)

PERSONAL PROFILE:

NAME :SAHAYA BERVIN RAJ
FATHER’S NAME : E.ANTONY
DATE OF BIRTH :15-10-1988
MARITAL STATUS : MARRIED
NATIONALITY : INDIAN
LANGUAGE KNOWN : ENGLISH, HINDI, TAMIL, MALAYALAM & UNDERSTAND BASIC ARABIC
PASSPORT NO. : H8793572
VISA STATUS : WORK VISA
DRIVING LICENSE : INDIAN
PERMANENT ADDRESS : 9/49-B MARAMADI STREET,
COLACHEL- 629251,
KANYAKUMARI DISTRICT,
TAMILNADU, INDIA.