


<p>SIRAJ SAID MOHAMMED P O Box: 413828 DUBAI United Arab Emirates</p>	<p>Contacts:</p> <p>Tel : 971-50-3826786 Email: sirajpvk@live.com</p>	
<p align="center">CERTIFIED PROJECT MANAGEMENT PROFESSIONAL 31Plus years' Experience in Fit Out and Construction Industry</p>		
<p align="center">SUMMARY</p>		
<ul style="list-style-type: none"> • Proven Track Record with long Term Experience and Certified Knowledge of interior FIT OUT, Construction and Real Estate Industry. • Good Relation with Major Retailers Such Like AlShaya Group, Adidas Group, Apparels, RSH Group, Dubai Holding, Liwa Stores, Sun and Sports, Marka Holdings, Retail Arabia, Rivoli Group, Sharaf Retails, Bo Concepts, Medcina, Pharmacy, Lulu, Lozan Group etc. • Excellent Engineering ,Contractual and Scheduling Awareness • Experienced in Approval and Permit procedures (Municipality, Civil Defense and Utility Companies in All Seven Emirates) • Experienced in Project Scheduling of Fit Out and Construction works. • Experienced in working with High Secured Area Such like Aviation Academy, University, Palaces and Airports. • Well Experienced in MEP works. • Trained for Effective Budgeting and Cost Control. • Experienced in Subcontractor and Procurement Management. • Thorough understanding of PMP,FIDIC, ISO QMS & Construction Laws. • BIM Trained. 		
<p>QUALIFICATIONS:</p>		
<ul style="list-style-type: none"> • Bachelor of Engineering (Civil – 5 years) from Kerala University, India • Higher Diploma in Real Estate Management • Pre-Degree (Science) from University of Calicut, India • Secondary School Certificate from Government High School, Kerala, India 		
<p>Certifications & Memberships:</p>		
<ul style="list-style-type: none"> • Member of Project Management Institute (PMI) • Senior Member of American Quality Society • Associate Member of American Institute Architectures • Member of Society of Construction Law (Gulf) • ISO 9001:2008 QMS Lead Auditor Certification approved by RAB 		

	<ul style="list-style-type: none"> QSA, International Personnel Certification Association and IRCA ESTIDAMA & Green Star Rating Trained ACP Certification (Autodesk Middle East)
COMPUTER SKILLS:	
Operating Systems:	DOS, Windows (all versions)
Software:	AutoCAD Adobe Photoshop Microsoft Office (Word, Excel, PowerPoint, etc.) MS Project
Hardware:	PC Hardware assembly, Upgrade, Configuration etc.
PERSONAL INFORMATION:	
Nationality	Indian
Marital Status	Married
Languages known	English, Arabic, Persian, Urdu, Hindi, Tamil, Malayalam
Driver's License	Valid UAE Driving License
PERSONAL STRENGTHS:	
	<ul style="list-style-type: none"> Managed Interior Fit-outs at renowned Burj Al Arab, Burj Khalifa Downtown Complex, Cleveland Hospital, Palm Jumeirah and other high secured area such as Aviation Academy, University, Palaces, Luxury Hotels, Major Shopping Malls and Airports. Good Contacts with Major Malls all over UAE Effective Budgeting and Cost Control Experienced to work Multiple Environment. Certified knowledge and long term experience of Construction Laws (Gulf) Knowledge FIDIC Conditions of Contracts ESTIDAMA (Environmental from Urban Planning Council, UAE) & Green Star Rating Formalities Experienced. Trained for International Building Codes Trained in UAE fire and Safety Codes (GDCC) OSHA Trained Well experienced with Project Management with Resource and Subcontract Management. Strong Database of Client and Subcontractors. Long Term Experience of Business Development and Event Management. Leadership skills and people management experience. Communication Skills & Ability to interact with people at any

<p>level.</p> <ul style="list-style-type: none"> • Ability to work fast under pressure. • Analytical skills with strong research background. • Trained Negotiator. • SWOT analysis experienced. • Good team player and well versed in Multimedia Presentations. • Accustomed to AGCC Countries 		
WORKING EXPERIENCE:-		
NEW ARCH INTERIOR DECORATIONS LLC, DUBAI		2016 -Till
General Manager		
<ul style="list-style-type: none"> • General Management Company Resources and Forces. • Setting tools and objectives for department or unit. • Developing budgets and ensure department adheres to it. • Participating in developing policies and procedures. • Managing staff (Hire, train, and terminate workers as needed.) • Determining salary brackets and Handle employee relations. • Attending and presiding over meetings. • Maintaining employee records. • Managing and directing overall operations. • Setting goals for each department. • Communicating goals to department heads. • Measuring the success of each department. • Managing support staff and Delegate responsibility. • Generating and presenting reports on departmental goals. • Participating in seminars and conferences. • Motivating and encourage employees. • Participating in lead generation and business development. • Ensuring high customer and client satisfaction. • Soliciting customer feedback. • Ensuring inventory is stocked and consistently replenished. • Promoting company's mission and values. 		
KREATIVE INTERIOR DESIGN FZ LLC, DUBAI		Dubai
SENIOR PROJECTS MANAGER		2014 – 2016
<ul style="list-style-type: none"> • Planning and execution of the fit out and joinery works at projects in line with the budgeted cost / agreed time & Participate in technical discussions and meetings, review engineering, materials and projects • Manage and monitor the works of various projects to achieve 		

on time delivery with perfect quality output of the projects, to determine and evaluate projects, control rescores and sub-contractors.

- Coordinate and monitor the work of various departments involved in production, monitor performance and implement improvements; ensure quality of products; provide technical support where necessary to achieve maximum output for production.
- Enhance and Improvise relationship with clients by providing the best service. Manage customer support to achieve client satisfaction
- Assist MD for the development of strategic plans to implement and manage operational plans and activities
- Processing authority approvals from Municipality, Civil Defense, DEWA, ADDC, AADC, ADCD, FEWA etc., with support of assigned Consultants and Subcontractors.
- Coordination of closeout and Shop opening documentation

Projects:-

- Adidas Home Court in Various Mall
- Adidas Originals, Factory outlets, Neighborhood in Various Malls.
- Reebok Store in Various Malls
- Sacwich Restaurant in Cleveland Hospital
- Medicina Pharmacy in Various Malls
- Boots Pharmacy in Various Malls
- Super Care Pharmacy Various Locations
- Foot Locker Various Malls
- Cavallo Marina Mall
- Timberland in Various Malls
- The Children's Place in Various Malls
- Lee Jeans in Various Mall
- Etihad offices in Various Airport and Malls
- Abetal Mobile at Dubai Mall
- Imaginarium at Various Mall
- CIS in Various Malls
- Orchestra in Various Locations
- S & S Sports kids at Yas Mall
- Florsheim at Yas Mall
- Aspinall of London at Various Malls.

SENIOR PROJECT MANAGER	2011 – 2014
<ul style="list-style-type: none"> • Direct and manage project development from beginning to end. Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders. • Develop full scale project plans and associated communications documents of Turnkey Projects. • Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion. • Liaise with project stakeholders on an ongoing basis. • Estimate the resources and participants needed to achieve project goals. • Draft and submit budget proposals, and recommend subsequent budget changes where necessary. Where required, negotiate with other department managers for the acquisition of required personnel from within the company. • Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle. • Set and continually manage project expectations with team members and other stakeholders. • Delegate tasks and responsibilities to appropriate personnel. <p>Projects:</p> <p><i>(with Association with Top Rock Interiors):-</i></p> <ul style="list-style-type: none"> • Promod Fashion Store, Yas Mall. • American Eagle Outfitters Store, Yas Mall • Stradivarius Stores, Yas Mall. • Asha's Restaurant, Yas Mall. • Texas Road House Restaurant, Yas Mall • Sacoore Brothers Fashion Store, Yas Mall • Reebok Boutique at Deerfield Town Square • Marka Holding Head Quarters at Ascott Tower, Dubai <p><i>Other Projects :-</i></p> <ul style="list-style-type: none"> • Mayrig Armenian Restaurant, Burj Khalifa Complex, Dubai • Various Restaurants in Burj Al Arab, Dubai • Fairmount Residence in Palm Jumeirah, Dubai • BoConcept Furniture (Danish Group), Dubai & Abu Dhabi • Breguet Boutique Various Location • Rivoli Arcade, St Regis Hotel, Saadiyat, Abu Dhabi • Longines outlets in various Location 	

- Vision Express in Various Locations
- Various Retail outlets in Marina Mall Abu Dhabi
- Fono Stores in Various Locations
- Rivoli Prestige in Various Locations
- Rado Abu Dhabi and Dubai Duty Free
- YO Sushi, Dubai Mall
- Omega Boutique in Various Locations
- Damas Jewelry in Various Locations
- Restructuring of Al Ain Aviation Academy Training Facility
- Aviation Training Facility By STRATA for UAE University at Al Ain
- Royal Tower Al Falah Street, Abu Dhabi, ARKLICS Consultants & Engineers
- Al Masoodi Palace Extension & refurbishing Office Complex (Interior Decoration & Fit Out Works)
- Royal Housing Complex & Infrastructure Development at MBZ City, Abu Dhabi, ARKLICS Consultants & Engineers
- Residential Complex and Infrastructure development at Khalifa City "A", Abu Dhabi by Al Burj Engineering Consultants
- Commercial and Residential Building at Mussafah, Abu Dhabi by Meedan Architects
- Various Apartments in Palm Jumeira
- Various Office and Residential Interiors

INTERNATIONAL CAPITAL TRADING

PROJECT MANAGER (CONSTRUCTION & FIT OUT)

**Abu
Dhabi
2007 -
2011**

- Directing construction, operations, and maintenance works at project site.
- Directing or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.
- Working with a team of experts and removing the entire kink in the planning stages itself.
- Getting the plans approved from the concerned authorities.
- Taking all the adequate permissions for beginning construction work.
- Doing safety check on the site of the construction.
- Being present on the site of the construction and making sure all the plans are being implemented properly.
- Attending to all the problems that arise during construction.

- Conducting research on all the structures built by them.
- Handling the labor work for the construction.
- Apply creative designs that will be cost effective and conserve energy.
- They also have to check the material that is being purchased.
- Coordinate with contractors which ensure smooth flow of work.
- Meet the deadlines or else the price of construction increases.
- Safety checks after the work is done.
- Responsible for managing and leading the tendering process with overall responsibility for tender document review, tender invitation, coordination of tender query, tender clarifications, addendums, etc.
- Responsible for review tender analyze reports, Evaluation, Conducting negotiation meetings.
- Resolve negotiation impasses, developing and maintaining metrics.
- Review and prepare documents which address the customer and Company requirements.
- Review drawings and design prior to issue for construction.
- Maintained cognizance of contract performance progress.
- Organized the technical data, delivery schedule, terms and conditions and other contractual elements into a cohesive proposal.
- Reviewed cost data and other detailed information to assure that bids can be supported.
- Reviewed Tendering activities, cost, etc.
- Member for Material approval team.
- Responsible for ISO 9001:2008 Quality Management System.

PROJECTS HANDLED:

<u>Projects</u>	<u>Consultant</u>	<u>Contract Value (AED)</u>
Nation Tower Mix Use Development	Keo International	1.60 Billion
Marasy Development	Carol Johnson Associates	520 Million
United Square Mix Use Development	Dewan Architects	475 Million
Al Raha Beach Hotel Extension	R N L	193 Million
M B Z Villa Complex	EWAN	260 Million

	Al Aryam Tower	Ramahi Engineering Cons.	374 Million
	Silver Wave Tower	Bianona Consulting	218 Million
	Lu' Luat Al Raha (Island Formation & Infrastructure Development)	Mouchel	275 Million
	Al Jurf Palace Resort & Golf Course	WATAG	1.50 Billion
PRIVATE DEPARTMENT OF H H THE PRESIDENT OF UAE			Abu Dhabi 1987- 2007
	PROJECT ENGINEER		
	<ul style="list-style-type: none"> Responsible for providing Technical support to construction team for constructing Palace, Guesthouse, Shopping complex, Hotels, Airstrips & Helipads, Private ports, Jetty, Stables, Horse and Camel Racing Tracks , Accommodations, Infrastructure and Mosques. Coordinated construction of 21,000 Units of Public houses with Infrastructure for Nationals by the department of the His Highness Inspected quality of final product and deliverables at each phase. Reviewed Tendering activities, cost and other things. Reviewed drawings and design prior to issue for construction. Managed team of employees and engineers for various projects. 		
REFERENCES:-			
1	Mr. Shaheer Hameed, Operations Manager, Accurate E M LLC, P O Box #: 15841, Al Ain, U A E, +97150 9590789		
2	Dr. Abdul Gafoor, Chairman, Ibn Sina Hospital & Aaliyah Health Foundation, P O Box Ajman, Tel: +971 6 745 77 55		
<u>*All Attested Certificates are available upon Request</u>			