

ABDUL **FATHAH**

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| **SUMMARY** |

* Facility Administrator / Fit out Coordinator, in retails more than 8 years of experience.
* Specialized in fit out process of retail units
* Specialized in technical drawings and 3D designs, modeling of events, making layout and design applications.
* Review and approvals of conceptual design, detail drawings, materials and operation of all particulars in tandem with Landlord regulations
* Implement any other duties as assigned by the Department Head.
* Proficient in computer hardware and software understanding. Knowledgeable in an assortment of operating systems, applications and hardware.
* Well experienced in AutoCAD, Google Sketch up, Adobe Photoshop, Microsoft Office, etc…
* Graphic Artist skilled in a variety of designs, logos and marketing packages.

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| **HIGHLIGHTS** |

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| * Coordinating Tenant & contractors * Preparing LOD & floor plans * Site planning & supervision * Organizing kick of meeting and follow up the projects * Monitor site works quality and compliance * Inspections and instructions for workers who assemble and prepare final layouts and site supervision. | * Coordinate with tenants / contractor and respond to potential requests for information. * Track all the authority approvals * Interior design, Modeling & design * Strong technical detailing skill with Creative and artistic * Specialized in 3D with Google Sketch Up, 2D AutoCAD, Adobe Photoshop |

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| **EXPERIENCE** |

***Retail Service specialist*  March 2018 to till now**

**King Abdullah University Science and Technology** – Jeddah, Kingdom of Saudi Arabia

* Responsible for retail design solutions, approval and implementation related to Landlord standards and specification.
* Development of all official documents including NOC’s for local authorities.
* Collaboration with the tenant, appointed contractor and decision-makers through the fit out process in all new tenancy units, renovations and Specialty Leasing units.
* Handles management coordination and monitoring of all construction and installation works.
* Managing all retail maintenance and ensuring quality and compliance with standards as well as its timely delivery.
* Oversees coordination of all internal business streams and management of coordination with external Consultants to ensure all leased tenancies are delivered on schedule.
* To issue tenant with Tenant manual, LODs, relevant development/base build supporting documents for tenant’s design and application to building statutory authorities
* To track, monitor and chase down completion of work stages to ensure timely completion of various stages of the design and fit-out work
* Actively involved as the Retail specialist and key contact engaged in communications between the management, tenants and the appointed contracting team for all design services.

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***Fit out Coordinator cum Facility Administrator*** **JULY 2014 to January 2018**

**Al Ain mall management** – Al Ain, Abu Dhabi, United Arab Emirates

* Prepare fit-out completion and close out reports for each retail unit and liaising the same with the finance and lease departments, to ensure compliance with lease agreements
* Inspect shell and core premise, verify accuracy of LODs Landlord’s base built provisions, and follow up with necessary actions to fulfill landlord’s obligation of unit’s physical hand over.
* To convene and conduct joint inspections for unit hand over to tenant
* To convene and conduct kick off meetings and follow up meetings to manage and facilitate with the entire design and fitting out process.
* To manage the approval process of tenant’s design submittals with RDT’s design review team, ensure timely turn-around time of design approvals and tenant’s timely submissions of design.
* When required, to support design review team in reviewing & approval of tenant design submittals.
* To monitor site works quality and compliance with the landlord’s approved design and statutory authority’s regulations.
* To oversee the tenant’s fit-out program and conformance to landlord’s requirement;
* To coordinate and liaison with other mall departments to ensure mall’s key operations are not compromised
* To keep and document all processes within a tenant fit out folders for official recording of all proceedings within the document controller’s record system;
* Monitor daily, weekly and monthly actual site progress, manpower, milestones, and recommend corrective actions against the planned program.
* Follow-up on all Authority approvals. Pre-qualification approvals on fit-out contractors.

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***Designer And Project Coordinator* May 2012 to May 2014**

**Steuerlehrgang** –Dubai Media City, Dubai, United Arab Emirates.

* Prepare drawings, perspectives views and presentations with Google sketch up, Auto Cad and Photoshop.
* Prepare notes and instructions for workers who assemble and prepare final layouts, suggest improvements as needed also with site supervision.
* Create designs and layouts based on knowledge of layout principles and aesthetic design concepts.
* Supervised project architects and CAD technicians throughout the duration of the project.
* Produce graphics design of flyers, vouchers and technical drawing and 3D designs for exhibitions stands and events.
* Initiated promotional activities, including contact with clients, business development and proposal development.
* Implement duties in line with the Quality standards, Security, Health & Safety requirements
* Created visuals that appeal to leaders in the big data and high-tech world. Designed unique print materials, including advertisements, brochures and logo designs.

**Projects handled**

* *Dino Live* - World’s Largest Dinosaur Exhibition
* *Mall Promotion interior design*
* *Wonders Of the World (WOW)*
* *Planetarium360.com – World’s Largest Mobile planetarium*

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***Faculty* December 2010 to November 2011**

**SUPREME COMPUTER TRAINING** – Dubai, United Arab Emirates. (Part time)

* Training architectural
* Faculty for Google Sketch up and AutoCAD software

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***Draftsman*  May 2010 to April 2012**

**EAST ASIA CONTRACTING** – Dubai, United Arab Emirates.

* Drawing structural, Landscape detail and high raised buildings and residential villas using AutoCAD.
* Site Supervision

Projects handled

* 2 nos (G+1) of villa at Al-Barsha, Dubai, UAE.
* Villa in Oud Al Muteena, Dubai, UAE

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AutoCAD Draftsman cum 3d visualizer **December 2008 to April 2010**

**KEERTI- Bangalore, Karnataka, India.**

* Drawings like Plan, Elevation, section and interior layouts as per the designer's instructions using AutoCAD.
* Furniture and interior design.
* Modeling with Google sketch-up and 3ds max.
* Material apply, design in sketch up, 3ds max and Photoshop.
* Doing visuals of the projects using sketch up and 3d max with v-ray.
* Final Modifying and landscape by using Adobe Photoshop.
* Detailed landscaping using Google sketch up and Photoshop.
* Making presentation using word, power point, Photoshop

**Major Projects handled**

* Interiors of Outsource Partners International in Cochin in smart city, Kerala, India.
* Oceanus maple - One of the tallest residential apartments in Kerala, India.

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| * Magnifique -A multistoried apartment in Cochin. * Oceanus An apartment in Cochin with green building concept. * Colonel Ragothaman- residential Building, Bangalore, Karnataka, India. |
| **IT SKILLS** |

* AutoCAD
  + - * Microsoft office
      * Photoshop
      * Google Sketch up
      * Basic hardware knowledge

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| **EDUCATION & COURSES** |

* **IOSH –** British Safety Council 2018

King Abdullah Science and Technology, Jeddah, Kingdom of Saudi Arabia.

* **Interior Design** 2009

Rays & Hues, Kerala, India.

* **Architecture** 2008

Indian arts and science college, Trissur, Kerala, India.

* **Class 12** 2006

Indian arts and science college, Trissur, Kerala, India

* **Higher Secondary**  2004

Salsabeel Central School, Trissur, Kerala, India.

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| **PERSONAL DETAILS** |

Nationality : **INDIAN**

Sex : Male

Marital status : Single

Languages : English, Malayalam and Hindi/ Urdu.

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| **Declaration** |

I hereby declare that the above furnished information is true with best of my knowledge.

Abdul Fathah Moidu