

# ISSAM BARAKAT



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Date:  
The Director of Human Resources  
Company ( \_\_\_\_\_ )

Dear Hiring Manager:

With reference to the [advertisement](#) / [publication](#) / [telephonic conversation](#); I wish to express my interest in joining your organization for the position of \_\_\_\_\_.

I am a high-energy and profit driven professional with over 19 years chronicle of success backed by strong International credentials and a proven history of on-time, on-budget and high-quality project completions.

I bring to the table comprehensive experience in initiating, managing and delivering critical & multi-million dollar construction projects for diverse industries while managing core operations covered under Interior Designing Fit Out Management & Contracting Operations.

I also bring rare level business acumen and combined contracting & constructions sites experience between Interior Fit Out Finishing, Architectural, Civil, HVAC, Electrical, Plumbing, Fire & Security Scope. I am presently associated as High End Luxury Interior & Fit Out Divisional Head with Sharqawi company for Contracting, Riyadh SA / Classical Palace Trading & Contracting, Doha Qatar / UCC - Urbacon & KCT - Khayyat Contracting, Doha, Qatar / CCE - Contracting & Construction Enterprises, Riyadh SA / ARC for Interiors & Constructions. Co, Riyadh SA / Imar Urban Consultant, Riyadh SA / Mart Group Designs & Constructions, Riyadh SA / Riwaq of The Kingdom, Riyadh SA / Khatib & Alami, Consolidated Engineering Company, Beirut, Lebanon / Several Consultancy & Engineering Companies; Beirut, Lebanon.

My background provides me with the necessary qualifications which can help you achieve aggressive business goals, organizational performance objectives, and business expansion plans at an optimum pace. Some of my achievements in the past have included:

- Expertise in executing prestigious projects such as / Royal Palaces / Private Villas & Farms / Residential Projects / Tourist & Leisure Projects / Luxury brands of International Hotels / Hospitalities / Resorts / Health Clubs / Spas / Five Stars Restaurants / Coffee Shops / Boutiques & Shops / Shopping Malls / Towers & High Rises / Banks / Hospitals / Clinics / Office Buildings / Private Offices / Commercial / Corporate & Governmental Projects.
- Interior & Architectural Designs Consultancy & Developments.
- Professional shop drawings & composite drawings production, detailed joinery work especially for luxurious hotels such as decorative customized walls paneling with special engravings, subtractions, marquetry or other special combined materials effects, floors paneling, walls cladding, ceiling paneling & all other items related to wooden joinery & decorative finishing fit out scopes.
- Merged Experience between Head Office Management, Designing & Consultancy, Production, Contracting, Construction, Site Execution & (Turnkey Job), Supervision.
- Fully Projects Management, Direct and review the overall operations.
- Proficiency of using the finishing fit out materials & reducing the time, cost, overhead & wastages.
- Infra-Structure Studies, Electrical, Sanitary, H.V.A.C, Security, Fire, Lighting, Audio, Video, Data etc.
- FF & E / OS & E / Furniture & Fabric, Curtains, Covers, Carpets, Accessories & Special Lightings effects.
- Luxurious Domes & Artificial Ceiling Glass System (Stained Glass / Vitrail) Special Studies & Executions.
- Landscape Designs & executions for Swimming Pools, Artificial Water Features, Statues & Sculptures, Abstract Objects in Private & Public Gardens.
- Perspectives & Models Producer (Interior & Exterior / Manual & Computer).
- Professional Digital Projects Presentations, Marketing & Development.
- Advertising & Art Graphic Designs such as Posters, Logos & all kind of Corporate Image.
- Free Hand Rendering, Mix Media such as Airbrush, Zipaton, Aquarelle, Felt Pens, Pastel, Gouache, Oil etc.

In review of my CV, what you will notice is my exceptional career and growth. But what it cannot illustrate is the amount of dedication, resourcefulness, and commitment that I can contribute towards the success of your organization. A personal conversation will provide more insight in understanding my abilities. You can reach me on my telephone or by e-mail (For details kindly refer to the top of this letter).

I look forward to connecting with you.

Sincerely yours,  
**ISSAM BARAKAT**

**Enclosure: Resume**

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## ~ LUXURY INTERIOR DESIGNING & FIT OUT/CONTRACTING & CONSULTING PROFESSIONAL ~

High-energy and profit driven professional, seeking senior level positions to leverage over 19 years chronicle of success backed by Strong International credentials and a proven history of on-time, on-budget and high-quality project completions.

**EXPERT IN:** Strategy, Vision & Mission Planning | Interior Designing Management | Operations Management | Estimation & Costing | Construction Management | Project Management - Planning, Coordination, Monitoring & Closure | Stakeholder Management | Contract Administration | Profitability & Growth | Quality/HSE | Manpower Leadership | Technical Guidance | Liaison & Coordination | Legal & Statutory Compliance | Budgeting/P&L Management | Value Engineering | Resource Planning & Management | Training & Development | Reports/Task Scheduling | CAPEX & OPEX Management | Project Management Techniques

**Enticing profile best suited for the position of.... President / Vice President / General Manager / Managing Director / CEO /Operations Director / Senior Projects Manager / Any Senior Position in the core of the Luxury Interior Design & Fit Out Contracting.**

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- Provided professional engineering expertise to the business, translated the vision into actionable plans and implemented the same to overcome complex project challenges thereby meeting the Business, Safety, Environmental, Financial and Operational objectives at minimum cost and in the safest manner.

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- Comprehensive experience in initiating, managing and delivering critical & multi-million dollar construction projects for diverse industries while managing core operations covered under Interior Designing Fit Out Management/Contracting Operations  
- Bringing in rare level business acumen and combined contracting & constructions sites experience between Interior Fit Out Finishing, Architectural, Civil, HVAC, Electrical, Plumbing, Fire & Security Scope.

### ■ PROFESSIONAL OVERVIEW

A principle executive 'point of contact' for the company & management with deftness in managing operations with key focus on defining SLA's, KPI's & SOP's, undertaking thorough business assessment and setting-up model & requirements to deliver successful results for in-hand projects, and generate more projects from market.

- **Adept in managing end-to-end** interior design and construction projects activities with **proven expertise in swiftly ramping/completing up projects** with competent cross-functional skills and ensuring on time deliverables within pre-set cost parameters; flair for adopting modern construction methodologies/techniques.
- **Scrupulous negotiator** with skills and knowledge of FIDIC, PMP, and know-how of managing divisions of consultancy, project management and fit-out contracting; possesses in-depth knowledge and exposure to GCC Markets in terms of Interior, Furniture Design, Manufacturing and Projects Supplies.
- **Well-versed with modern prevalent contractual practices**, skilled in procurements of materials, developing vendors & contractors, bidding, tendering and retendering, negotiating with potential contractors before awarding contracts as well as interpreting contractual obligations/ rights and evaluating techno-financial problems.
- **Achievement driven organization builder**, expert in devising business plan for Projects Furniture Supply & Fit-out in line with board vision and company objectives, identifying and leading new business opportunities, finding out potential clients and negotiating competitive terms for **overall development (client satisfaction, gross profits and market share)**.
- **Seasoned professional with ability to lead** large projects, multi-disciplinary technical coordination and engineering interfaces during design development and project execution.
- **Effective and accountable in high-profile executive roles**, innate ability in liaising with clients of diverse nationalities, excellent coordination and team leadership skills and fortify relationships with consultants, clients, and authorities.

### ~ LEADERSHIP SKILLS & PERSONALITY TRAITS ~

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- Innate ability in liaising with clients of diverse nationalities and fortify relationships with consultants, clients, and authorities  
- Effective and accountable in high-profile executive roles, excellent coordination and team leadership skills.  
- Splendid inter-personal skills with skills in utilizing the same to guide and facilitate business unit leaders and senior managers  
- Leading and mentoring cross-functional teams in multi-cultural and multi-facility environments.

## ■ SPECIALIZATION & STRENGTH

- Expertise in executing prestigious projects such as / Royal Palaces / Private Villas & Farms / Residential Projects / Tourist & Leisure Projects / **Luxury brands of International Hotels** / Hospitalities / Resorts / Health Clubs / Spas / Five Stars Restaurants / Coffee Shops / Boutiques & Shops / Shopping Malls / Towers & High Rises / Banks / Hospitals / Clinics / Office Buildings / Private Offices / Commercial / Corporate & Governmental Projects.
- Interior & Architectural Designs Consultancy & Developments.
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- Merged Experience between Head Office Management, Designing & Consultancy, Production, Contracting, Construction & Site Execution (Turnkey Job), and supervision.
- Fully Projects Management, Direct and review the overall Operations.
- Proficiency of using the finishing fit out materials & reducing the time, cost, overhead & wastages.
- Infrastructure Studies, Electrical, Sanitary, H.V.A.C, Security, Fire, Lighting, Audio, Video, Data etc.
- FF & E / OS & E /Furniture & Fabric, Curtains, Covers, Carpets, Accessories & Special Lightings effects.
- Luxurious Domes & Artificial Ceiling Glass System (Stained Glass / Vitrail) Special Studies & Executions.
- Landscape & Water Features, Swimming Pools, Statues, Sculptures & Abstract Objects in Private & Public Gardens.
- Perspectives & Models Producer (Interior & Exterior / Manual & Computer).
- Professional Digital Projects Presentations, Marketing & Development.
- Advertising & Art Graphic Designs such as Posters, Logos & all kind of Corporate Image.
- Free Hand Rendering, Mix Media such as Airbrush, Zipaton, Aquarelle, Felt Pens, Pastel, Gouache, Oil etc.

## ■ EMPLOYMENT CHRONICLE

### Sharqawi co. for Contracting, Riyadh, Saudi Arabia (July 2018 to Present)

►Luxury Interiors & Finishing Fit Out – Divisional Head (Fit Out)

#### ===KEY RESULT AREAS===

- **Project Management:** Handling end-to-end project activities encompassing planning, design, estimation, scope definition, finalization of techno-commercial aspects and implementing quality standards; interfacing with designers and supervising on-site construction activities for driving timely project completion.
- **Site Activities:** Preparing detailed construction method statements, work preparation, equipment, planning & temporary works preparation for new projects, handling matters pertaining to local statutory bodies, architects, and process technologists to troubleshoot customer issues, setting-up and maintaining a well-structured site mobilization plan; directing & managing onsite Fit-out Supervisors.
- **Client Liaison & Coordination:** Liaising with the client at all stages of the project for securing approvals, finalization of specifications, reporting progress and final handover, attending weekly progress review, quality and safety meetings with the client, establishing coordination between client, site, sub-contractors & suppliers.
- **Contract Management/ Techno-commercial Activities:** Maintaining coordination with consultants, contractors and clients, undertaking Rate Analysis of cost schedule of rate items and extra items as per prevailing market prices.
- **Plan Development:** Implementing and maintaining occupational health and safety plan (HSE), risk assessment plan, QA/QC plan, communication plan, logistic plan, mobilization plan & organization charts, procurement & long lead items plan, and detailed work plan (scheduling & milestone).
- **Project Aspects Monitoring:** Reviewing project submittals, approvals, tendering, comparison & value engineering, cost control, documentation control, materials sourcing, estimation, bidding & billing, schedule & budget scope planning & milestone, procurement, production, design, communication, cost, time, risk, project human resources, close out, etc.
- **Market Analysis & Intelligence:** Undertaking thorough business assessment and setting up model & requirements to deliver successful results for in-hand projects, and generate more projects from market; finding out potential clients, clients portfolio, suppliers' capabilities and offerings, market analysis, threats, weaknesses, etc.
- **Team Leadership:** Planning, recruiting, managing staff as required, to execute projects; providing technical & capacity building support, supervision, training & mentoring in the areas of planning, management & implementation of projects/programs.

#### ===TURNKEY PROJECTS ONGOING===

- **King Saud University B04 (Inter Health Canada /Hospital Operator) Interior Fit Out & FF&E Job / Riyadh, Saudi Arabia**  
Medical Hospital Project within comprises of 55,000 m2 constructed area, consist of 220 beds. Project Value 137 M.Sr
- **King Saud University B13 (Office building) Interior Fit Out & FF&E Job / Riyadh, Saudi Arabia**  
Office building within comprises of 47,000 m2 constructed area. Project Value 85 M.Sr
- **Royal Commission Hospital / Al Jubail, Riyadh, Saudi Arabia**  
Medical Hospital Project within comprises of 25,000 m2 constructed area, consist of 120 beds. Project Value 77 M.Sr

### Classical Palace Trading & Contracting, Qatar (Jan 2017 to June 2018)

►High End Interior Finishing & Fit Out - Senior Operations Manager

#### ===KEY RESULT AREAS===

- **Operations Management:**
  - ✓ Overseeing & directing all operational activities for the organization.
  - ✓ Restructuring business activities to increase speed and efficiency.
  - ✓ Reporting to the board on operation activities towards business goals.
  - ✓ Develop operational procedures and standards to achieve business goals.
  - ✓ Review financial information and adjust operational budgets to control expenses & promote profitability.
  - ✓ Develop strategic plans, improves existing systems & policies to improve operational efficiency.

- ✓ Schedule monthly meetings to discuss about concerns, budgets and business improvements.
- ✓ Ensures customer requirements are met in a timely manner & reporting any issues.
- ✓ Manage staffing requirement and assignment for client projects.
- ✓ Coordinate with Operation Managers to implement projects within allotted time and budget.
- ✓ Coordinate with HR team in recruitment and training of new personnel.
- ✓ Monitor performance metrics KPI's & evaluate operational effectiveness against objectives.
- ✓ Ensure that operations team follows safety and security procedures.
- ✓ Manages team workloads in order to meet goals and deadlines.
- ✓ Manages internal & external suppliers, vendors, materials sources allocation & Oversees manufacturing functions.
- ✓ Keeping employees motivated, organizing appropriate training, providing support & guidance when needed.
- ✓ Plan & monitor all aspects of the day-to-day management of the operations team to ensure smooth progress.
- ✓ Reviewing and approving equipment needs.

▪ **Operations & Works Completion Handing Over:**

Processing, Monitoring, Documenting, Highlighting on any defects, impacts, instances, delay or NCR's.

Adhering to handover processes and procedures to Local & International regulations and standards.

Coordinating with all contractors for solving all problems, obstacles, MEP clashes to expedite the fit-outs activities handing over process assuring a high quality standard within the contractual timeframe.

Inspections, modifications, rectifications & deductions recommendations due to any dilapidation.

Manage & coordinate with all contractors for handing over all end user services including closing all NCR's, Completion of snagging /defects, Final approved work inspection report, As-Built drawings, testing and commissioning, Operation and maintenance manuals, Warranties & Guarantees certificate, Spare part list, Training /Safety manuals, Works completion handover certificate.

❦ **TURNKEY PROJECTS COMPLETED** ❦

- **Park Hyatt Hotel, located in the heart of Doha down town (Musheireb City). Interior Fit Out & FF&E Job / Doha / Qatar**  
- A five Stars Convention Hotel Project within comprises of 65,000 m2 constructed area, consist of a hotel towers hosting 189 guestrooms and suites, swimming pools, health and fitness, restaurants, banquet halls, convention, exhibition and meeting halls, and other high-end amenities. Project Value 270M.qr

**Urbacon Trading & Contracting / UCC / Qatar (Oct 2015 to Nov 2016)**

▶ High End Interior Finishing & Fit Out - Design & Build Construction - Senior Operations Manager

**HIGHLIGHTS OF THE ROLE**

- Spearheaded the entire spectrum of project activities right from development, materials sourcing, estimation, bidding & billing, all project submittals, approvals, tendering, comparison & value engineering, cost control, documentation control to completion & handover of the project.
- Effectively contributed in implementing & maintaining occupational health & safety plan, risk assessment plan, QA & QC plan, communication plan, logistic plan, mobilization plan & organization charts, procurement & long lead items plan
- Played an imperative role in:
  - ✓ Creating a detailed work plan (scheduling & milestone) which identifies and sequences the activities needed to successfully execute and complete the project.
  - ✓ Schedule and budget scope planning & milestone, procurement, production, design, communication, cost, time, risk, project human resources, close out, etc.
  - ✓ Setting-p and maintaining a well-structured site mobilization and manage onsite Fit out Supervisors
- Proactively interfaced with the planning department, design, engineering, production, logistic, installation, scheduling commercial department and the Project Quantity Surveyor on:
  - ✓ Variations & cost implications, procurement & production.
  - ✓ Preparing, monitoring and tracking all PCO's (Proposed Change Orders) and CO's (Change Orders).
  - ✓ Preparing weekly and monthly progress reports for Stakeholders.
- Managed a gamut of activities viz. representing company in all project meetings, coordinating the flow of information between sub-contractors, verifying the technical aspect of quotes received from vendors, and coordination between client, site, sub-contractors & suppliers.
- Ensured quality control of work completed at site in addition to planning, implementing, tracking and efficiently managing each project while effectively collaborating and coordinating with internal teams and departments.

❦ **TURNKEY PROJECTS COMPLETED** ❦

- **Hilton Hotel with Qatar Mall / Interior Fit Out & FF&E Job / Doha / Qatar**  
A five Stars Convention Hotel Project within comprises of 125,000 m2 constructed area, consist of a hotel towers hosting 190 guestrooms and suites, swimming pools, health and fitness, restaurants, banquet halls, convention, exhibition and meeting halls, and other high-end amenities.  
Project Value 500M.qr
- **Union Residential Tower / Turnkey Job / Doha West Bay / Qatar**  
A luxury furnished apartments & suites Project within comprises of 65,000 m2 constructed area, consist of a tower with 40 storey hosting 201 guestrooms and suites, swimming pools, health and fitness, meeting hall, and other high-end amenities.  
Project Value 300M.qr

**Contracting & Construction Enterprises Ltd. /CCE, Riyadh, Saudi Arabia (Jul 2010 to Oct 2015)**

► Luxury Interiors & Finishing Fit Out - Senior Projects Manager

**TURNKEY PROJECTS COMPLETED**

- **Information Technology & Communication Complex (ITCC) Crown Plaza Hotel, Turnkey Job / Riyadh**  
A five Stars Convention Hotel Project within ITCC complex comprises of 250,000 m2 constructed area consist of two hotel towers hosting 326 guestrooms and suites, swimming pools, health and fitness, restaurants, banquet halls, convention, exhibition and meeting halls, and other high-end amenities plus three basements, each one of them is hosting 1,347 car parking & huge Landscaping with other activities. Project Value 900 M.sr
- **C ITC Tower (Communication & Info. Technology Complex) Turnkey Job / Riyadh**  
The Project consist of 2B+GR. & MEZZ. +17 Floors & 3 Roofs, including Gym, Swimming Pool, Conference Hall, Governor's Offices, Landscaping, other related work & utilities.  
Project Value 600 M.sr
- **CCE Chairman Private Residential Palace 9,400 m2, Turnkey Job / Riyadh**  
Constructed area consist of the main Palace 7000 m2 & two other villas, each is 1,200 m2. Project Value 45 M.sr

**ARC for Interior & Contracting, Riyadh, Saudi Arabia (Oct 2005 to Jul 2010)**

► Interior Design & Finishing Fit Out - General Manager

**HIGHLIGHTS OF THE ROLE**

Structuring & taking overall responsibility for all departments including Design, Contracting, and Construction, Planning, Operations, Overseeing the current portfolio of work and winning new business. Responsible for growing the group businesses effectively and efficiently, Developing and Implementing the company's Business Plan and all Business Development activities and ensuring the business operates at the highest level of efficiency and effectiveness, Define and implement business strategy in consultation with CEO Revenue, Net profit, Project Management and business excellence, Define strategy, Direct and review the overall operations, Supervise process and service, Quality improvement, Accounting, Procurement, Approve tenders, Estimates and final pricing for all contracts & clients, Initiatives Assist in new customer acquisition and relationships, Ensure client satisfaction, Endorse and submit plans for new projects and services, Define service quality levels and business excellence processes, Review and monitor customer satisfaction and oversee issue resolution at key client locations, Prepare and submit routine reports to steak holders, Set goals, tools and objectives for each department or units, Develop budgets and ensure departments adheres to it, Participate in developing policies and procedures, Generate and present reports on departmental goals, Increasing turnover by decreasing overhead & developing the productivity, Responsible for implementing the company's process and procedures for Risk, Safety, HR, Hire, train, and terminate workers as needed, Determine salary brackets, Monitoring of staff training, Resourcing new staff.

**DESIGN & BUILD PROJECTS COMPLETED**

- Movenpick International Hotel, Design & Sub Contracting scope for the main contractor (Al Rajhi Co.)
- Contracting & Construction Enterprises Ltd. /Cce). Design & Build Company V.I.P Offices.
- Dubai Seven Stars International Hotel Tower & Resort. Architectural & Interior Design package.
- Giwar Real Estate Management, (Abraj El Beit Towers in Makkah) all project selling points over the Kingdom, in collaboration with Bin Laden Group.
- Lavanya International Spa, Interior Design scope with project execution management Package.
- Al Ajamy International Restaurant / VIP Branch (king fahed road), Design & Build Package.
- Princes Madawi Royal Palace (Daughter of the King Abdul Aziz), Design Package.
- Prince Mesh'el Bin Abdul Aziz Rest House, Design Package.
- Al Khorayef Agriculture Chairman Palace annex, Design & Build Package.
- CNBC Arabia T.V Broadcasting Station Offices (Al faisaliah tower) Design & Build Package.
- AL Hilal Football Team Camp, Design Package.
- Saudi International Ports, Design Package.
- Private Engineering Office (Al Rossais Commercial Center), Design & Build Package.
- Flora Wedding Designers & Flowers (Olaya 30 facing Dr. Coffee), Design & Build Package.
- Al Jomaih Holding Company (Old Airport Road) Full interior design project with construction Package & execution management for the main contractor (Mimaria Company).

**Imar Urban Consultant, Saudi Arabia (Aug 2004 to Sep 2005)**

► Interior Design & Fit Out - Department Manager

**DESIGN & BUILD PROJECTS COMPLETED**

- Princes Al Jawhara, Obhur Sea Side Palace, Architectural & Interior Design package in collaboration with Saudi Oger & Al Rasheed Engineering Office.
- Makkah Hotel Tower, Architectural & Interior Design package.
- Turner International Real Estate Co, new selling & marketing branch in Jeddah, Design Package.
- Ministry of Girl's Education, Design & Build Package.
- Ministry of Tourism (Diplomatic area / D.Q), Design Package.
- Ministry of Defense, Design Package.

**Mart Group Designs & Constructions, Riyadh, Saudi Arabia (Nov 2001 to May 2003)**

► Interior Design & Fit Out Execution - Department Manager

**DESIGN & BUILD PROJECTS COMPLETED**

- International Five Stars Restaurant (Vecchi Roma) Design & Build Package, Riyadh, Saudi Arabia.
- Hakbani Residential Villa - Design & Build Package, Riyadh, Saudi Arabia.
- Palace of the Saudi Ambassador in China 7,000 m2 (Mohammed El Bishir), Design & Build Package, Riyadh, Saudi Arabia.
- Sheikh: (Mohammed El Tobeishi / Royalist Protocols Manager) Mexican farm with 350,000 m2 in Alwassil, Design Package in collaboration of Bin Laden & Erga Group, Riyadh, Saudi Arabia.
- Mr. Sami el Nasser farm 40,000 m2. Wadi Laban, Design & Build Package, Riyadh, Saudi Arabia.

**Riwaq of the Kingdom, Diplomatic Area (D.Q), Riyadh, Saudi Arabia (Mar 2000 to Sep 2001)**

► Interior Design & Fit Out Execution - Department Manager

**DESIGN & BUILD PROJECTS COMPLETED**

- Sheraton International Hotel including all the Restaurants Interiors, Design Package, Saudi Arabia.
- Marriott International Hotel, Design Package, Saudi Arabia.
- Princess Monira Compound and Hotel, Design Package, Saudi Arabia.

**Khatib & Alami, Consolidated Engineering Company, Beirut, Lebanon (Sep 1998 to Jan 2000)**

► Interior Design & Fit Out Supervision

**DESIGN & BUILD PROJECTS COMPLETED**

- Renovations of Beirut down town (SOLIDER) in collaboration with Dar Al Handassa & Saudi Oger.
- Residential, medical, commercial projects such as Al Rossais Office Building (Olaya Street, Riyadh, KSA)

**Several Consultancy & Engineering Companies, Beirut, Lebanon (1993 – 1997)**

► Interior Design & Fit Out Supervision

**DESIGN & BUILD PROJECTS COMPLETED**

- Batimate, Architectural & interior Consulting Office, for Commercial building projects, Beirut, Lebanon.
- Square Design for Architect & Interior, Studying & executing the Stained Glass (VITRAILL) for palaces, Beirut, Lebanon.
- Najm Group (International Marble Design) Designing Water Jet Marbles Patterns, Beirut, Lebanon.
- Teogex (Technical Engineering Office) training for experience, Beirut, Lebanon.

**EDUCATIONAL BRIEF**

**Master Degree of Interior Architecture**

Lebanese University, Beirut, Rawche St., First Branch, Lebanon.

**1998**

**Diploma of Interior Design - Technical High College**

From Y.W.C.A College, Yong Woman Christian Association, Beirut, Ein Mraysee St., Lebanon.

**1993**

**PROFESSIONAL ENHANCEMENT**

<b>International Exhibitions &amp; Participations</b>	<ul style="list-style-type: none"><li>▪ Lebanese University Exhibition for Arts and Architecture, UNESCO Palace (2000).</li><li>▪ International Designs and Ideas, Furniture Construction (Sleep Comfort) with the collaboration of Ecole Superieure des Affaires French Embassy (1998).</li><li>▪ Graphics Design Exhibition in the Government Palace Assembly (1997).</li><li>▪ International Exhibition, Forum of Beirut (1996).</li></ul>
<b>Special Courses &amp; Computer Programs</b>	<ul style="list-style-type: none"><li>▪ AutoCAD, 3D Max, Photoshop, Corel Draw, ACDSee, Animation &amp; Presentations Programs.</li><li>▪ <b>PMP</b> Projects Management Professional, <b>Primavera</b> for Planning, <b>Microsoft Project</b>, <b>ERP</b>.</li><li>▪ <b>Oracle</b>, <b>Adobe acrobat Professional</b> for Monitoring, Execution, Controlling &amp; Closing.</li><li>▪ Excellent Professional skills in using the Microsoft Office, especially the Excel program concerning the projects executions management data programming &amp; information such as B.O.Q, Estimations, Biddings, Billing, tendering, Comparison, Financials &amp; Cost Control.</li></ul>

- ❖ **Languages Known:** English, Arabic and French
- ❖ **Holding Both:** Qatari & Saudi Resident Permit

~ References and other documents shall be furnished upon request ~