



BAHAA EDDINE KHEIR

Interior Project Mgmt., Senior Interior Designing & Operation Manager
Result-driven professional with expertise in Interior Designing / Project / Productivity Management / BD / Administration targeting assignments with an organization of repute

Current Location: Qatar (Interviews Overseas can be attend upon request)

✉ bahaa.kheir@live.com

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Core Competencies

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|------------------------|-------|
| AutoCAD 2D/3D | ★★★★★ |
| 3D Max / V-ray | ★★★★★ |
| Interior Designing | ★★★★★ |
| Design Development | ★★★★★ |
| Productivity Mgmt. | ★★★★★ |
| Project Management | ★★★★★ |
| Operation Management | ★★★★★ |
| Project Site Operation | ★★★★★ |
| Material Quality Mgmt. | ★★★★★ |

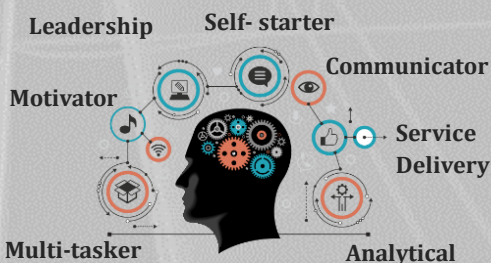
Courses Covered

- ❖ IDS210 Computer Design (AutoCAD 2D)
- ❖ IDS212 (Intermediate Computer Design (AutoCAD 3D)
- ❖ IDS255/ IDS256 (Interior Design)
- ❖ GDS204 (Visual Perception)
- ❖ T103 (Essentials of Computer Organization & Architecture)
- ❖ B120 (Business Studies)
- ❖ BE231 (Financial Management)
- ❖ BE210 (Financial Accounting)
- ❖ B202A (Business Functions)
- ❖ QHSE -ISO 9001-Quality Management Systems.
- ❖ QHSE - ISO 14001-Environmental Management Systems.
- ❖ QHSE - OHSAS 18001-Occupational Health and Safety Management Systems.

Education & Certification

- ❖ **Bachelorette Business & Finance.**
- ❖ **Bachelor of Science in INTERIOR DESIGN (GPA 3.5) from AUL University Re-graduation)**
- ❖ **Autodesk Certified Professional (Certificate # am6e-sFeK) (verify.certiport.com)**

Soft Skills



Profile Summary

- ❖ **BS (Bachelor of Science in Interior Design)** with over 10 years of experience in designing/drawing, administration, Product Designing, project productivity and team management.
- ❖ **Autodesk Certified Professional** in AutoCAD 2D & 3D.
- ❖ **Communicating, Liaising, and Negotiating** internally/externally using appropriate methods to facilitate development of profitable Business & sustainable relationships.
- ❖ Made **High Stakes Decision** within fast-paced, high-pressure environments using experience backed judgment, innovation, work ethics, and integrity.
- ❖ **High skills** in communicating pleasantly and professionally with both staff and clients.
- ❖ Exhibited **Leadership, Coaching, Creativity, Time Management**, excellent communication and interpersonal skills.
- ❖ **Delivering Designs** for projects, setting Priorities for group, **Managing Workflow**, and ensured on-time delivery of customer needs.
- ❖ **Fostering Safe Working Environment** through EH & S initiatives, leading to no injuries or incidents.
- ❖ **Understanding Client Requirements** and ensure the same is understood accurately by consultants and the designs sent by consultants are in tandem with the brief.
- ❖ Ensure that the client is involved and engaged throughout designing and execution process thereby ensuring that they are getting what they desired.
- ❖ Clearly & Concisely communicating with both internal team members and consultants throughout project duration regarding design concept, design execution and follow through.
- ❖ Proven ability to prioritize in order to meet deadlines and provide high quality service to clients.

Career Timeline

Aug'07 – Sep'15

Altawzun Design & Decoration, Qatar ~ Administrator, Interior Designer, BD & Quality Supervisor

Since Feb'16

VYRYT Design W.L.L (Beirut, Lebanon) ~ Senior Interior Designer & Quality Supervisor



IT Skills

- ❖ AutoCAD 2D & 3D (Excellent)
- ❖ 3D Max (Excellent)
- ❖ V-Ray (Excellent)
- ❖ Sketchup (Good)
- ❖ Revit (Good)
- ❖ Lumion (Medium)
- ❖ Fusion 360 (Medium)
- ❖ Unity 3D (Medium)
- ❖ Photoshop (Excellent)
- ❖ Adobe Illustrator (Excellent)
- ❖ Microsoft Office (Excellent)



Work Experience

Since Feb'16 ~ VYRYT Design W.L.L (Beirut, Lebanon) ~ Senior Interior Designer & Quality Supervisor

Aug'07 – Sep'15 ~ ALTAWAZUN Construction, ALTAWAZUN Design & Decoration, Doha, Qatar ~ Interior Designer, Operation Manager & Quality Supervisor, Project Manager

Responsibilities Areas:

- ❖ Use AutoCAD 2D & 3D Drawings to prepare base step for 3D Rendering on Max or Lumion or SketchUp.
- ❖ Use AutoCAD to prepare floor plans, elevations, details, furniture layouts, millwork design and finish plans/schedules.
- ❖ Inventing Designs as customers' requirements, Design concepts, Design development.
- ❖ Provide sketches and presentation boards, mood boards with hard and soft finishes for interior selections and furnishings.
- ❖ Determine client needs, schedules and budget.
- ❖ Determine costs and project fees basing on the budget.
- ❖ Pricing & preparing quotations; cost control and value engineering.
- ❖ Space Planning and Function Planning.
- ❖ Choose samples including flooring, Ceiling, cladding and paint to be approved by client.
- ❖ Review Bill of quantities.
- ❖ Coordinate and drive all phases of interior design from initial design concept to installation.
- ❖ Manage project and deadlines from conception to completion.
- ❖ Designing products (furniture, House hold items, daily used Products based on individual client needs}.
- ❖ Liaising closely with Civil, MEP, Fit Out Contractors, Clients, Operators, and Suppliers.
- ❖ Spearheading operations and administration tasks; monitoring work demand & supply and pushing work productivity.
- ❖ Interacting with suppliers for delivery and downloading, and with client, consultant & engineer for solving any requests.
- ❖ Managing project site operations, following up with consultant to abstain from any issues and adhering to project schedule as contracted.
- ❖ Monitor work of Discipline Design Engineers and Design Consultants to ensure design correctness and completeness as well as scope compliance.
- ❖ Coordinate closely with Project Manager and Site engineers to get all site design work reviewed and approved.
- ❖ Review and comment on all drawings and documents submitted by Design Consultant(s) and ensure the incorporation of all revisions on all documents.
- ❖ Facilitate meetings with Design Consultant(s), Sub-consultants and client to review design document and take decisions as required.
- ❖ Propose alternative materials/systems to improve the design operation and construction cost through value engineering workshops.
- ❖ Set up discipline design team onsite with the help of Project Manager and Senior Project Manager.
- ❖ Ensure compliance to QPM processes for design consultants work review, deviation monitoring and analysis and remedial actions.
- ❖ Ensure timely and accurate documentation, filing of design documents and reporting to appropriate stakeholders.

- ❖ Synergize with the project commissioning team to ensure that the project is meticulously commissioned to deliver world class standards of quality.
- ❖ Work with Project Directors and Managers and Program Manager to establish high quality Interior Design practices detailing procedures, methodologies and guidelines for ensuring effective estimation, design and implementation.
- ❖ Develop guidelines for performing risk management for sites to help onsite teams to deliver high quality solutions ensuring regulatory and HSE compliance with standards.
- ❖ Support business development by providing inputs and sketches during proposal preparation and client presentations.
- ❖ Design all interior details, reflected ceiling plans / lighting plans, floor finish plans and schedules.
- ❖ Coordinate with Project Managers, Construction Managers (onsite) to collate and analyze Interior Design standards and drive remedial actions.
- ❖ Coordinate with QA and HSE teams to ensure compliance Interior Design activities with all Quality and HSE requirements and other policies by team members.
- ❖ Generate detailed specifications of the interior design work.
- ❖ Work with international and local codes.
- ❖ Submitting the job to consultant or/and Client after completion.

Projects:

- ❖ **Residential Complex** consisting of 31 Villas with roads in UMM OBEIRIA, Size: 18600 m2 Value: 14,600,000 QR
- ❖ **Concrete Factory** with labour accommodation (Alnimal Qatari Company) in Industrial Area, Size 21300 m2 Value: 38,240,000 QR
- ❖ **SHYKH N.J.A.T Residential Building** with Shops at Umm Slal Mohamed with roads, parking and sidewalk, Size: 5700 m2 Value: 12,081,000 QR
- ❖ **Administrative Building** with labour housing & stores including roads & parking (Qatar Canning Company) industrial area Street 2 Size: 6000 m2 Value: 25,000,000 QR
- ❖ **HOUSEN FIKRI Villa Complex** including roads at Al Rawda (old airport) Size: 10800 m2 Value: 7,600,000
- ❖ Maintenance for **Ali Bin Abdullah Compound** including internal roads AL-AWQAF Size: 4300 m2 Value: 2,050,000
- ❖ **M.AL.M 7 Floors Commercial Building** at Bin Mahmoud Size: 6440 m2 Value: 18,000,000 QR
- ❖ **A.K Farm** located North Doha Size: 50000 m2 Value: 11,045,000 QR
- ❖ **Villa A.A.KH at AL DAFNA** Size: 900 m2 Value: 2,610,000 QR
- ❖ **CDC (Saint Regis Hotel)** at Al Dafna, Interior Design and Finishing's, Size: 11000 m2 Value: 21,310,000 QR
- ❖ **Qatalum Qatar, interior finishing works**, Partitions work, Plastering works, Painting. Size: 5000 m2 Value: 3,430,000 QR
- ❖ **CIDRA hospital at ALGARAF A interior finishing works**, Size: 18000 m2 Value: 6,400,000 QR
- ❖ **Regent Hotel (6-star Hotel)** at Salwa Road interior finishing works, Size: 2000 m2 Value: 1,750,000 QR

Personal Details

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| Date of Birth: | 21 st July 1985 |
| Nationality: | Lebanese |
| Languages Known: | English: Excellent Arabic: Excellent |
| Marital Status: | Married |
| Driving License: | Qatar Driving License (expired 7-7-2017) / Lebanese Driving License (Valid) |
| Passport No.: | LR0366576 |
| Address: | Qatar, Doha, Al SAD |
| Visa Status: | Visit visa (Old ID# 28542200204) |