

E. Mine KEÇELİ

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FIT-OUT CONSTRUCTION MANAGER

Interior Fit Out, Luxury Residential and Hospitality Projects

19 years of experience in delivering multiple projects from setup to completion, controlling all aspects of site operations with at least 5+ years in a Senior Management /Fit-Out role.

I qualified a good level in construction with excellent communication and people management and leadership skills, I have experienced in the project management of projects up to the value of 180 million dollars including two luxury hotel projects. Hard-working, problem solver, live environment experienced good understanding knowledge of construction technology, terminology and building processes and procedures, quality standards and acceptable workmanship requirements and also MEP Works.

Experience & Accomplishments

HBC Constriction – Doha - Qatar **2018 May – 2019 March**

Quality Assurance Manager – Quality control for Sheikh Nawaf Bin Jassim's Palace

Dumankaya, Property Developer Group. - Istanbul – Turkey **2015 April – 2017 March**

Quality Assurance Executive – Started with 6 on-going projects; responsible for all the stages of the developing projects. Reporting to the General Manager.

- Providing reports, data and updates to the General Manager, so that the Project meets a high standart and meets the specifications.

Dumankaya, Property Developer Group. - Istanbul – Turkey **2014 September – 2015 April**

Construction Fit-Out Manager – Modern Vadi Project-Esenyurt/Istanbul: 5 Blocks and 502 housing flats; Checking all the units through clients' eyes and make sure the unfinished work done. Report to the General Manager.

- More than 300 flats are completed and submitted in a very short time period.
- Program of the second phase completed

Hitit Kontrat, Interior Fit- Out Contractor - Istanbul – Turkey **2013- 2014**

Site Manager – St.Regis Hotel Macka: Responsible for submittals of all the standard rooms. Managing all the staff and site actions.

- Very hard detailed project submitted on time.
- Provide leadership and project direction.
- Overseeing and being responsible for the co-ordination of sub-contractors, their works and programme.

Design Architect - Court House of Küçükçekçece: Full refurbishment and fit-out Project of the courthouse which is 11.000 m².

Focus Architects - Istanbul – Turkey**2011-2013**

Architectural Inspector - Site Manager - 5 star Lasagrada Hotel Project Coordination and the architectural inspection

- Provide leadership and project direction.
- Coordinate with client and subcontractors.
- Monitor subcontractor's progress and ensure that progress is as per the plan and budget costs.
- Prepare daily reports and submit to Project Manager
- Directs completion of assigned tasks within estimated time frames and budget constraints

Oraka İnşaat - Istanbul – Turkey**2010-2011**

Quantity Surveyor - TOKİ Kayabaşı 17. Bölge İnşaatı - A rewarded government project. 822 dwellings landmark residential project in Turkey. 28 apartments 5, 7 and 12 floors and 2 high-rise buildings which are 22 floors.

- Site measurements and valuation of works for 822 dwellings. (Over 80M) and payments of the subcontractors regarding to monthly work done. Monitoring and reporting daily progress of the site.

Yapı Yapı İnşaat - Istanbul – Turkey**2009-2010**

Fit-Out Works Chief/Site Architect - KİPTAŞ-İkitelli Başakşehir Phase 5, 5 Blocks 25 storeys each, residential Government project.

- Choosing, verifying and supervising contractors. Coordinating the work of contractors. Ensuring that work is prepared as per specifications in the highest standards. Carrying out defect inspections. Performing site surveys. Attending production and on-site operations meetings.

Metal Yapı - Istanbul – Turkey**2008-2009**

Project Captain/Architect – Several Projects placed in TURKMENISTAN

- Shop drawings of the façade works..

Deka Interiors L.L.C - UAE – Dubai**2006-2008**

Project Manager/Inspector Architect - Several Projects placed in UAE - Complete joinery package of the Boulevard Plaza Project. Renovation of a private residential villa. Complete fit-out package of Alphamed building at Dubai Investment Park, Yacht Club Restaurant-Abu Dhabi, Supply and install of doors, kitchen cabinets and wardrobes of Sulafa Tower.

- Managing design coordination; coordination of different trades - architectural, structural, electro-mechanical, sub-contractors' works, change orders of Design Consultants-, ensuring that submittals are in compliance with regulations and specifications, solving engineering-site problem related to a particular activity.
- Monitoring day to day site actions.

Doğa Gayrimenkul- Istanbul – Turkey**2003-2006**

Project Captain/Inspector Site Architect - Selenium Country Project. Placed in 16 acres 78 dwellings residential project.

- Coordinating the work of contractors. Ensuring that work is prepared as per specifications in the highest standards. Carrying out defect inspections. Performing site surveys. Attending production and on-site operations meetings.
- Control, correct and upgrade all the projects and site actions.

Architect/Site Architect - Milenium Project. Placed in 8 acres 60 dwellings residential project.

- Managing, design, coordination; coordination of different trades -architectural, structural, electro-mechanical, sub-contractors' works, changeorders of Design Consultants-, ensuring that submittals are in compliance with regulations and specifications, solving engineering-site problem related to a particular activity.

Education and Qualifications

- **Liverpool John Moores UNIVERSITY** "Diploma In Architecture" 1998.
Foundation; Year 1 and Year 2 in Beykent University, Year 3 In LJMU
- Yeni Yildiz College, 1996.
- Program of "AD and Human Relations" (PERA Art School)
- Program of "Interior Decoration" (PERA Art School)

Certificates & Awards

- Award of "An Excellent English Project" AbbeyCollegeSummer School, England, 1993.
- Award of "TheArtistic Of ThePoets" ISPN (The International Society Of Poets), Washington, 2001.
- Certificate of "InstitutionalIdentification, Team SpiritandCustomerSatisfaction " (PQS Counseling) 2004.
- Certificate of "Business Management" (ITEC Counseling), 2005
- Certificate of "Real EstateProperty Management" (IsmekCounseling), 2014