

# Liju Varghese

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## Personal Details:

7<sup>th</sup> May 1974 • Kerala • India

Male • Married

## Qualifications Profile

20+ years of diverse project experience from conceptual design through final delivery. Thrives in deadline drive environments requiring knowledge in multiple facets (process engineering, project management, program management). Specific strengths in design, analysis, and building and collaborating on multidisciplinary teams. Time-tested record of achievement, managing all technical aspects of highly intricate projects, solving issues using engineering metrics and statistical data paired with strategy development.

- Strong capability to cross functional lines and lead diverse teams; process design, construction, project management, commissioning, and validation successes.
- Strong communicator; clearly communicates project scope and schedules with contractors and stakeholders, performs design reviews and identifies issues, as well as delivering project goals in various industries.

## Professional Experience

Msheireb Properties - Qatar

**Manager - Fit-Outs**, September 2014 - May 2019

Managed the tenant fit-out and development process, working with new tenants on developing a vision for the property and executing on that vision. Worked to obtain new lease agreements, negotiated build-outs, and executing on project plans. Executed the functional strategy in line with departmental goals.

- Ensured ongoing quality and procedural controls management; and assisted in developing process KPIs.
- Ensuring LEED and Health, Safety, & Environment regulation compliance.
- Managed facilitation of tenant/owner requests; Improved efficiency in workload allocation.
- Successfully managed fit-out process for retail and commercial property (30K+ square meters).
- Managed tender process to establish approved methods and procedures for external vendor engagement; while maintaining budgetary goals.

Projacs International - Qatar

**Fit-out Manager (at Waseef)**, June 2011 - August 2014

Led all aspects of fit-out processes for the Barwa Commercial Avenue project. Advised leases on the utilities available within each leased area. Designed, proposed, and optimized use for the leased spaces; managed fit-out contractors, measured projects against design standards, and maintained regulatory oversight. Educated tenants on the fitment process, including working with local authorities, managing Health, Safety, & Environment issues, and initiating appropriate actions

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for non-conformance. Reported to facility manager on fit-out activities and led a team of process supervisors and technical review engineers.

- Created the Tenancy Fit-Out Manual, defining processes and procedures for the fit-out phase, including project design, work quality standards, and regulatory oversight.
- Successfully delivered information on leasable areas to prospective tenants; improved lease performance and new tenant adoption.
- Coordinated local inspections and regulatory connections prior to intended business operations.
- Served on the Landlord's Tenancy Management Team; completed the fit-out of 40,000+ square meters of high end governmental, retail, and commercial tenants.

Tec Interiors - Qatar

**Project / Contracts Manager**, August 2011 – May 2011

Organized, scheduled, and managed highly complex projects, including Price Waterhouse Coopers offices, the Canadian Embassy, and JP Morgan Office build outs in Tornado Tower, Doha, Qatar. Organized and scheduled project scope, working with sub-contractors on final fit out instructions. Managed safety, progress monitoring, and vendor oversight to successfully complete the project. Executed works at the site based on drawings and specifications materials, collaborating with architects and designers to ensure safe operations.

- Developed accurate BOQ for all small works.
- Achieved identified targets for consistent corporate success.

Kinnarps Project Solutions - Qatar

**Asst. Project Manager /Supply Chain Coordinator/Project Coordinator**, June 2007 - July 2010

Oversaw a variety of major projects, including Qatar Financial Centre, AXA Insurance & Investment Offices, Morgan Stanley Offices, Barclays Offices, and more all at the QFC tower. Managed scheduling and project delivery for major development projects, delivering on safety, cost, and timeline goals. Attended operational meetings, prepared BOQ for small works, and directed procurement solutions. Maintained relations with vendors, notified sub-contractors, and supplier database updates.

- Monitored pricing and ensured all work was delivered on-time for inclusion with the tender bid.
- Achieving stated targets of the company for consistent success of the organization
- Successfully managed and completed (as Assistant Project Manager and Supply Chain Coordinator) commercial interiors fit-out project of 35000 square meters.

Additional excellent experience includes **Junior Project Manager** for Deco Emirates and **Project Engineer/Estimator** for Saudi Shares Company. Full details available upon request.

## Education

### **Bachelor of Engineering, Civil, January 1995**

D.Y. Patil College, University of Pune, India

## Professional Development

- Contract Planning & Dispute Management for Project & Contract Manager's Training course, conducted by Dr. Sami Fereig (Professor at University of Waterloo), in Doha on November 2012.
- Contract Administration course based on FIDIC Rev.4 by Prof. Samaratunga Indrawarsana, Dubai, in June 2009.
- PMP Preparatory Course by Syscoms, Doha, Qatar in October 2011
- Self & Time Management by Spearhead Training, Abu Dhabi in Oct. 2008.
- Diploma in Auto-Cad by Datapro, Pune, India in July 1997

*References available upon request.*