

# DHAMMIKA HERATH, PMP

*PMP®, GradDip (UK), BA. Hons (UK), HND, PMI Member, APID Member*

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Daliya Residence, Flat: 12, Building: 1196, Road: 5124, Block: 351, Kingdom of Bahrain



## PROFILE

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Qualified professional with extensive experience in the field of Interior design & execution for projects at various scales. Having an excellent approach from sponsors, key stakeholders to subordinates to manage the project's lifecycle from initiating to closing. Providing feasible solutions with a comprehensive knowledge of management & operations with proven success in projects & organisational levels.

## EDUCATION, CERTIFICATIONS & MEMBERSHIPS

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- Project Management Professional (PMP)®** **2022**  
PMP® Number: 3262196
  
- University of Staffordshire, United Kingdom** **2015**  
Advanced University Diploma (*GradDip, Level: H*) in Interior Design
  
- University of Hertfordshire, United Kingdom** **2008**  
BA. (Hons) Digital Animation
  
- Awarded by Edexcel, United Kingdom** **2006**  
HND in Multimedia
  
- PMI® Member** (Project Management Institute®)  
(Membership Number: 8076835)
  
- APID Member** (Association of Professional Interior Designers)  
(Membership Number: PM-312)

## PROFESSIONAL EXPERIENCE

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- Manager – Projects & Operations** **11/2021 – Present**  
Ahmed Karimi Est, Kingdom of Bahrain  
(Contractor: ID Fitouts)
  - Manage the company's overall projects & operations
  - Restructuring the process of projects execution & deliverables
  - Implementing & enhancing the documentation system
  - Engaging teams to resolve prolonged disputes to improve the recoveries

- **Project Manager & Head of Operations Department** **10/2020 – 11/2021**  
Salam Enterprises WLL, Kingdom of Bahrain (*Member of Salam Group, Qatar*)  
(*Specialised in Furniture & ID Fitouts*)

Key Responsibilities

- Oversaw all projects from initiating to closing.
- Managed the company's operations on projects, logistics & purchasing
- Implemented projects documentation process to strengthen the recoveries
- Intervened in resolving disputes & providing support for collection
- Managed & increased the effectiveness & efficiency of support services
- Liaised with clients, consultants, subcontractors & suppliers to keep the projects on track by direct engaging in crucial approvals on costs, schedules & EOTs.

Selected Accomplishments / Project Highlights (*Project values: USD 130,000 – USD 2,650,000*)

- Emirates Cargo Office & Seef Mall town Office renovation
- Microsoft Office in Almoayyed Tower – Renovation & furniture supply & installation
- Ministry of Transportation & Telecommunication HQ – Special Office partition system
- Marrasi Galleria & Vida vinyl flooring installation
- Amazon 5 Offices furniture supply & installation
- Hala Bahrain office furniture
- BDF polyclinic furniture supply & installation
- Benefit Company Head Office furniture supply & installation

- **Interior Designer / Projects Coordinator** **01/2018 – 10/2020**  
Poullaides Construction Co. WLL (PCC), Kingdom of Bahrain  
(*Main Contractor*)

Key Responsibilities

- Managed design team & site ID teams to deliver site requirements as scheduled
- Coordinated clients, consultants, subcontractors & suppliers to facilitate the process of approvals.
- Supported planning & commercial departments for reports/schedules for vital progress meetings
- Prepared/reviewed concepts, presentations, drawings, and material submittals
- Raised & tracked CVIs, RFIs, MS to ease imminent disputes to enhance budgetary approvals & variations

Selected Accomplishments / Project Highlights (*Project values: USD 65,000 – USD 13,000,000*)

- VVIP Car Gallery Project, with hospitality areas – *Design & Build*
- 2 VVIP Villas @ Riffa
- Cyprus Consulate Office

- **Interior Designer** **01/2012 – 01/2018**  
G.P. Zachariades (Overseas) Ltd, Kingdom of Bahrain  
(*Design & Build Main Contractor*)

Key Responsibilities

- Prepared/reviewed concepts, drawings, photo-realistic 3D visuals & material submittals
- Worked with the design, drafting & site teams to ensure that the interior works are

coordinated with other aspects.

- Prepared construction packages including shop drawings, IFCs, schedules & specifications.
- Supervised suppliers to ensure the orders complied with the schedule specifications.
- Reviewed & approved site teams' CVIs, RFI etc..

Selected Accomplishments / Project Highlights (Project values: USD 265,000 – USD 5,500,000)

- VVIP Car Gallery Project, with hospitality areas (*ongoing*) – *Design & Build*
- Six Stories Government Building, with hospitality areas, Bahrain – *Design-Build*
- HRH Prime Minister's court renovation, Bahrain – *Design-Build*
- InterContinental Regency Hotel, Bahrain - Poolside Enclosure concept design – *Design*
- The Ritz-Carlton Hotel & Spa, Bahrain; External Kids' Play - *Design*
- Al-Arab News Channel Offices, WTC Bahrain - *Design (Re-design) - Build*
- Ocean villa project in Seychelles – *Design-Build*
- Mövenpick Hotel Conference room renovation, Bahrain - *Design-Build*
- Durrat Al Bahrain 2 Villas - *Design*
- VIP Private Villa in Jasra, Bahrain – *Design*
- NSA Headquarters Offices - *Design-Build*

□ **Lecturer**

**08/2010 – 01/2012**

Design-Tech Training Centre, Kingdom of Bahrain  
(*Educational Institution*)

Key Responsibilities

- Created & updated course structures, assessments & lessons
- Designed & developed teaching aids to help students to learn new concepts
- Maintained records of students including, evaluation & review end of the course projects.
- Introduced & scheduled new classes for freshers

□ **Instructor**

**04/2008 – 04/2010**

Acstra International, Sri Lanka  
(*Educational Institution*)

Key Responsibilities

- Created & updated course structures, assessments, examples & exercises for students
- Maintained progress records of students
- Scheduled & arranged new classes for freshers

## **SUMMARY OF SKILLS**

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- Solid leadership skills from projects to organisational management & operations
- Establishing & maintaining interpersonal relationships
- Results-driven approach towards clients, consultants, subcontractors & suppliers
- Time management & work prioritising skills to achieve tight deadlines
- Effective communicator, negotiator, decision-maker & feasible problem solver
- Able to manage multiple responsibilities simultaneously
- Computer skills: MS Word / Excel / PowerPoint, AutoCAD, Photoshop, SketchUp, 3D Max, ERP