

Curriculum Vitae

SHEIKH ABDUL RAHMAN ABDUL RAZACK

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Career Objectives:

Desired to be part of a management responsibility in a stable work environment, by which my demonstrated skills can be translated into the company's development, profitability and allows opportunity and growth.

Key Skills:

- › Proactive individual with 27 years of diverse hands-on experience in real estate development with a blend of Project management, Contracts Management, Commercial & Procurement, Team building and relationship management expertise.
 - › An integral manager and collaborative by nature; works within teams to build strong client relationships and strategic business partnerships.
 - › Has the ability to direct and coordinate activities of multiple & cross functions to ensure efficient progress on schedule and within prescribed budget.
 - › Strong analytical, reasoning, detail oriented, work ethics and organizational skills to foster positive work environment.
 - › Self-Confident, Optimistic, Adoptability to change.
 - › Demonstrated excellence in relationship management, communication, critical thinking, and presentation.
 - › Skills in process re-engineering, strong business writing, negotiation optimizing operations and procedures.
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Areas of Expertise:

Project Management

Contracts Management

Commercial & Procurement

Operation & Planning
Management

Client Relations

Facilities / Property
Management

Roles & Responsibilities Managed Currently

Project Management:

- Plan, organize optimal resources and lead multiple projects concurrently, ensure clear understanding of project stakeholders and to achieve project deliverables as per plan.
- Managed comprehensive projects with a team of Consultants, Contractors, and Operators including Reclamation, Pre Development studies/surveys, Pre contract works, Interior Fit Out, FF&E, OS&E, Civil contracts.
- Involved in Concept developments, design & build of various real estate developments and commercial, retail and residential projects of high standards.
- Planning & scheduling, vendor management, work execution, negotiate changes, quality assurance, quality control, close out and other related activities.
- Perform project progress monitoring function in coordination with project team, including identifying critical activities, risks and reviewing forecasts.
- Be a resource to facilitate the resolution of project issues.
- Closely monitor/approve all submittals, variation requests, and site instructions and make suitable amendments to ensure budgets are maintained.
- Responsible for streamlining work processes by implementing new, optimized methodologies in various teams that include quality control, human resource, and design.

Contracts & Commercial Management:

- Prepare High Level Pre-Development Budgeting / Cost Plan
- Prepare, Maintain Project Cash Flow, Fee schedules.
- Develop Business proposals for Client approval for Development Manager Services, Coordinate to execute necessary agreements; Monitor fee structure and claims on monthly basis.
- Prepare, issue and manage RFPs/tender for Pre-Contract Consultant services and other directly appointed contractor services; Coordinate contractor tendering with appointed quantity surveyors.
- Review all tender submissions by Consultants and Contractors; prepare tender/cost analysis & recommendations for management review.
- Undertake/Participate in Value Engineering exercise to avoid budget overruns.
- Evaluate Scope, BoQ and associated cost, tendering, negotiations.
- Manage Consultant and Contractors Letter of Awards, Contracts Agreements, based on Professional Service Agreements, FIDIC contracts.
- Follow up with Consultant progress, authority submissions on regular basis, in order to meet the project timelines.
- Assist the development process by maintaining schedules, budgets, timelines, cash flows and project closing.
- Maintain Cost reports, provide timely updates in coordination with the appointed consultants
- Assist in reviewing Consultant reports, recommendations.
- Follow up / coordinate pre-development services with various appointed consultants, Site monitoring as advised.
- Review all payment valuations for Consultants, Contractors & Suppliers in line with agreed contractual terms; Review any other contractual claims
- Reconciliation of accounts with Consultants and Contractors; Assist in preparation of final accounts, closing reports.
- Prepare reports, presentations as required.

Project experience with Current Employer

<u>Project</u>		<u>Works</u>
The Avenues Mall	-	Enabling works for shopping mall at Manama
Developments at Arad, Hidd, Qalali	-	Reclamation works, Pre-development studies
Sheraton Hotel Development	-	Demolition works
Sheraton Car Park	-	Pre-development Studies
The Hilton Garden Inn	-	Reclamation, Mockup room, Piling, FF&E, ID works
Hilton Staff Accommodation	-	Pre-development Studies & Pre Contract works
Salmabad Development	-	Sub-Division, Filling works, Infrastructure Design
Wadi Al Buhair Development	-	Infrastructure Design
Four Seasons Residence	-	Pre-development studies, Design follow-up
Sweifra Development	-	Sub-Division, Pre-development studies
Jaw Development	-	Sub-Division, Pre-development studies, Reclamation
Freeport Outlet Mall	-	Pre-development Studies
Air Dome @ Bahrain Bay	-	Pre-development Studies
People Movers	-	Pre-development Studies
Southern Town Development	-	Concept development
Manama Lagoon	-	Water Features tender

Other Projects Handled with previous Employers in Kingdom of Bahrain

<u>Project</u>		<u>Works</u>
MRI center at BDF hospital	-	Interior Fit out works, Civil & MEP works
Endoscopy section at BDF hospital	-	Interior Fit out works, Civil & MEP works
Red Tag	-	Interior Fit out works&MEP works
Gulf Union Insurances	-	Interior Fit out works for offices
Roche Bobois	-	Interior Fit out works for showroom
Habara Snacks & Fish	-	Interior Fit out works, Civil & MEP works for Café
Bahrain Development Bank	-	Interior Fit out works
Gym @ Mena 7, Amwaj	-	Interior Fit out works
Le Marche	-	Interior Fit out works, Civil & MEP works
National Bank of Abu Dhabi	-	Joinery works

Employment History:

Employer	Designation	Period Served
<u>BAREEQ AL RETAJ REAL ESTATE SERVICES</u> Kingdom of Bahrain <i>Real Estate Development Management Co</i>	Manager – Projects & Developments (Project & Contracts Management)	Sep 2014 – Till date
<u>AL RIYADH GROUP</u> Kingdom of Bahrain <i>Interior Fit out, Civil, MEP & Facilities Management Co</i>	Project Manager Contracting & Facilities Management	Dec 2013 - Aug 2014
<u>BASREC</u> Kingdom of Bahrain <i>Ship repairing & Property Management</i>	Property & Facilities Management in Charge	Nov 2012 - Nov 2013
<u>HEJAIR GROUP</u> Kingdom of Bahrain <i>Interior Fit out, Civil, MEP Contractors</i>	Project Manager	Feb2011 - Oct 2012
<u>JANAYN CONTRACTING</u> Kingdom of Bahrain <i>Interior Fit out, Civil, MEP Contractors</i>	Project Manager	Feb 2005 - Jan 2011
<u>MBM ALAM FLORA</u> Kingdom of Bahrain <i>Waste management providers for the Municipality</i>	Sr. Executive Operation Planning & Support Services	Feb 2003 - Jan 2005
<u>MODERN BUILDING MAINTENANCE</u> Kingdom of Bahrain <i>Commercial cleaning, Security, Waste management service provider in the UAE & Kingdom of Bahrain</i>	Head of Operations	Oct 2001 - Feb 2003
<u>MODERN BUILDING MAINTENANCE</u> United Arab Emirates <i>Commercial cleaning, Security, Waste management service provider in the UAE & Kingdom of Bahrain</i>	Sr. Executive - Operations	Jun 1999 - Sep 2001
<u>SKYCELL COMMUNICATIONS</u> Chennai, India <i>Telecom service provider in the city of Chennai, India</i>	Executive – Subscriber Care	Sep 1998 - May 1999
<u>CAB MULTIMEDIA</u> Chennai, India <i>Multimedia & web site designers & developers</i>	Sr. Officer – Client Relations	Mar1998 - Sep 1998
<u>MURAA INTERNATIONAL</u> Chennai, India <i>Exporters & Importers</i>	Client Service Executive	Feb 1996 - Feb 1998
<u>M & N PUBLICATIONS</u> Chennai, India <i>GETIT Yellow pages – Official telephone directory publishers</i>	Advertising Consultant	Oct 1993 - Jan 1996

Personal Info:

Name	:	Sheik Abdul Rahman
Date of Birth	:	13 th January 1973
Nationality	:	Indian
Marital Status	:	Married
Contact Details	:	email: sheikhmagie@gmail.com Mobile # 00973 – 66 38 61 62 / 36 96 87 15
Visa Status	:	Resident of Bahrain
Driving License	:	Yes, Issued at Kingdom of Bahrain
Qualifications	:	- Bachelor of Business Administration - Certification in Project Management & Beyond, PMI, USA - Certificate course in Business Computing
Languages Known	:	English, Tamil, Malayalam, and Hindi.
Computer Skills	:	MS office, MS Project & operating knowledge of Auto CAD.