

Altaf Mubarak,  
Project Engineer,  
Dubai, U.A.E.



Dear Concern,

I am submitting herewith my resume for your perusal and consideration for the post of Project Engineer in your organization.

To describe myself in a nutshell, I am systematic, organized and hardworking; ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills.

Review of my credentials will indicate that I am a qualified Professional, offering over **15+ years** of exposure across managing **Architectural Design/ Drawings, Interior designing, Detailing and Project Coordination**; currently serving as a **Project Engineer with KTC International L.L.C, Dubai**. Dexterity in **Planning, architectural designing, furnishing interiors** and independently handled **projects like Sun & Sand Sports, Sport Fit, Brand for less (head office) etc.**

Being a dedicated and focused individual, I am determined to add value to the organization I work for, through my exceptional knowledge and learning ability. My basic objective is to hone in my skills for comprehensive personality development and be an epitome of trust and reliability in the corporate world. My prime goal is to understand professional environment and capitalize on opportunities.

I am confident of making visible contribution for the growth of the organization. I'd appreciate the chance to meet with you in person to discuss as to how I could be a vital part of your organization.

Thanking you,

Yours sincerely,

**Altaf Mubarak Qureshi**

## PROJECT MANAGEMENT PROFESSIONAL - ARCHITECTURE / INTERIOR DESIGN

*Successful track record of executing prestigious projects within defined cost/time parameters, managing entire operations (profit centre) with key focus on bottom line profitability by optimal resource utilization*

---

### PROFILE

Competent, diligent & result oriented professional, offering over **15+ years** of exposure across managing **Architectural Design/ Drawings, Interior designing, Detailing and Project Coordination**; currently serving as a **Project Engineer with KTC International L.L.C , Dubai**. Dexterity in **Planning, architectural designing, furnishing interiors** and independently handled **projects like Sun & Sand Sports, Sport Fit, Brand for less (head office), Coffee bean and tea leaf, sport fit (Arabian center) etc.**

Adept at building and maintaining an impressive track record of client satisfaction; **timely project delivery within stipulated budget while Planning & Designing as per the client's requirement**. Cost effective professional with a track record of excellent project planning and execution end to end well within the set parameters. Hands on experience in designing, scheduling, budgeting and monitoring solutions. Established credibility in **spearheading the entire project management initiatives** end to end right from conceptualization, strategic & project planning within the set parameters and operational analysis. Armed with strong analytical and problem solving skills. Superior communication and interpersonal abilities.

### Key Expertise Areas

Project Management † Commercial, Interior / Exterior Works † Detailed Design & Drawing † Technical Drawings † Imaginative / Creative † Quality Adherence † Project Costs & Estimations † Resource Mobilization & Management † Relationship Management † Vendor Management † Commercial Operations

---

### CAREER GLIMPSE

**KTC International L.L.C...Dubai, U.A.E**

**Since Aug' 05**

**Project Engineer (civil / architecture/interior Design)**

- Monitoring and evaluating the `work-progress` of all the ongoing projects and to co-ordinate for the proper execution of the job on time as per the `project Schedule`.
- Managing a team of from 50 to 60 people - from initiation till execution of project. Actively involved in tendering, project planning, scheduling and monitoring, attending weekly progress meetings.
- Spearheading efforts across supervising, checking & coordinating the Interior work and civil work , Quality and executing day-to-day works like Site work, Vendor coordination, Bills etc., so as to achieve efficiency and effectiveness.
- Drawing a detailed project plan, cost estimates cost-benefit analysis to ascertain technical & commercial viability. Interacting with clients to understand their specific requirements & executed projects accordingly.
- Actively involved in overlooking the entire interior activities including providing technical inputs for smooth construction activities and commissioning of the project as scheduled.
- Identifying & developing vendors and contractors for the project execution & resource procurement, ensuring quality as well as cost efficiency.
- Preparing presentations on the projects for the client. Maintaining an effective liaison with the customers for a long term relationship, ensuring total customer satisfaction through innovative ideas and aestheticism.
- Preparing presentations on the projects for the client. Maintaining an effective liaison with the customers for a long term relationship, ensuring total customer satisfaction through innovative ideas and aestheticism.
- Drawing a detailed project plan, cost estimates cost-benefit analysis to ascertain technical & commercial viability. Interacting with clients to understand their specific requirements & executed projects accordingly.
- Reviews all preliminary reports including advance planning studies for the project. Proper shoulder widths, traffic and false work clearances, approach slab status, and adequate stream flow and scour provisions must be verified prior to developing the General Plan.
- Determines architectural features in cooperation with Design Engineer and Structures Aesthetics Section.

**Project Coordinator [Architecture / Interior Design/Exhibition Stands]**

- Streamlining effective management of site co-ordination, consultancy drawing co-ordination, architectural and interior designing, presentation drawings, working drawings, detailed drawing, landscape working drawings, of apartments, villas, commercial, residential buildings and detailed estimate.
- Judiciously leading efforts across translating the ideas & designs into an organized drawing & making it presentable for implementation; ingeniously involved from the earliest stages of a building project, from conceptual stage through to completion.
- Gaining ample exposure on advising client on interior design factors like space planning, layout and utilization of furnishings and equipment, and colour coordination. Select or design, and purchase furnishings, art works, and accessories.
- Understanding technical drawing for various disciplines, showing plans, layouts, details drawings, presentation drawing, bid packages, working drawings etc.
- Establishing healthy business relations with clients & external associates for securing repeat business & long term customer loyalty.

**SYNTEL DÉCOR, MUMBAI, INDIA**

Mar'99 – Jul'03

**Project Coordinator**

- Dealt closely with Design Specialist, Consultants and Management and with a team of Interior architects, Designers, Draftsmen and Graphic Designers
- Responsible to attend the pre-design meeting with the design consultants and coordinating same with the Interior Architects.
- Supervised the preparation of the designs, tender drawings, programmes, co-ordination of various activities and sanitation.
- Coordinated with client representatives with direct control of implementation

---

**ACADEMIA**

**MBA in Architecture Management, India.**

**Diploma in Civil and Urban Planning, India**

**Advanced Diploma in AutoCAD, Mumbai, India**

**Bachelor of Computer Application (B.C.A.), India**

**IT Skills - AutoCAD & Photoshop**

---

**Date of Birth:** 10<sup>th</sup> Aug 1981

**Languages Known:** English, Hindi, Urdu & Marathi

**License - Holding a valid U.A.E. driving license**

**References:** Available on Request