



AHMAD SAIF

Architecture Coordinator

Diploma in Civil Engineering

Professional Experience: **13 Years** in large and high-rise construction fields.

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ORGANIZATIONAL EXPERIENCE:

Architecture Coordinator at Shapoorji Pallonji Mideast LLC. UAE from March 2013 - up to now.

Projects Handling:

Imperial Avenue, UAE.

Client: SP Properties

Consultant: ArchGroup

Residential Building G+P5+43 Floors including Civil & ID Works.

Warner Bros. Hotel, Abu Dhabi, UAE.

Client: Miral

Project Manager: EllisDon

Consultant: GAJ Middle East

Qaryat Al Hidd, Abu Dhabi, UAE.

Project Owner: Qaryat Al Hidd Development

Consultant: B+H Architects

Supervision Consultant: Khatib & Alami

CAYAN CANTARA TECOM-Plot No. BT-A-009, Dubai Science Park 'DSP', Dubai, UAE.

Employer: M/s. Cayan Cantara Limited

Consultant: Dewan Architects and Engineers.

2-Basements + Ground Floor + Mezzanine Floor+3 Podiums Residential Apartment-42 Floors + Serviced Apartment-36 Floors)

5JJ Dubai Marina, Dubai. UAE.

Employer : Emaar Properties PJSC

Engineer : Dewan Architects & Engineers

Residential Building G+48 Floors including Civil & ID Works.

Podium (G to 4th Floor) Tower 1 (5th to 48th Floor) + Tower 2 (5th to 35th Floor).

SEC Headquarters, Riyadh, Kingdom of Saudi Arabia (KSA).

Client: Saudi Electricity Company

Design Consultant: Omrani

ID Consultant: Interactive Development Co. Ltd. (iDC)

Convention Centre, Oman.

Client: Omran

Architect/Engineer of Record: SSH International

Consultant: WATG

Shatt Al Arab Hotel, Al Basrah, Iraq.

Client: Republic of Iraq Ministry of Youth & Support

Consultant: Dewan

DUTIES & RESPONSIBILITIES:

- Participate in project design meetings.

- Plan and manage team goals, project schedules and new information.
- Supervise current projects and coordinate all team members to keep workflow on track.
- Communicate with consultant to identify and define project requirements, scope, and objectives.
- Ensure drawings produced by drafting team and sub-contractors are accurate and timely in alignment with the Project Master Program.
- Identify shop drawings discrepancies, buildability, and impact on different disciplines.
- Relate design intent from architect / design consultant to buildable construction shop drawing.
- Ensure design intent on critical dimensions are highlighted; details are workable and coordinated with other trades.
- Liaise with architect, design consultant and sub-contractors on design intent and technical issues.
- Coordinate between architectural team and consultant drawings to ensure consistency in construction drawings.
- Adherence to safety practices in the workplace.

Asst. Coordinator at Shapoorji Pallonji Mideast LLC., Riyadh, KSA from August 2011 – February 2013.

Projects Handled:

King Abdul Aziz Financial District 4.10 & 4.11, Riyadh, Kingdom of Saudi Arabia (KSA).

Client: Rayadah Investment Company

Consultant: Dar Al Riyadh

DUTIES & RESPONSIBILITIES:

- Motivating and encouraging internal and external design teams
- Ensuring drawings are produced on time, to a high quality, and are easy to decipher
- Overseeing the design process using technical expertise
- Working with clients to ensure that their expectations are met
- Reviewing designs with health and safety in mind
- Avoiding errors and reducing financial risk during construction
- Ensuring designs are available to those who need them, at the appropriate time
- Maintaining thorough documentation of the design process
- Keeping up to date with changing building legislation and codes of practice relating to design
- Working in an office, with occasional site visits.

Asst. Coordinator at Ali H. Al Yami & Partners Company, Al Khobar, KSA from November 2010 – July 2011.

Projects Handled:

Jubail Tower under Chamber of commerce in Jubail and Commercial Shopping Complex in Dammam.

DUTIES & RESPONSIBILITIES:

- Dealing with all technical issues with Client and consultant.
- Oversee design progress against schedule & Assist designer on technical issues of the projects.
- Coordination & teamwork with our design dept and site construction team.
- Work done Inspection and site visit.
- Coordinate with the sub-Contractor in all technical contractual issues.
- Becoming generally familiar with the work through site visits.
- Keeping the seniors informed about the progress and quality of the portions of the complete work.
- Reporting observed defects and deficiencies in the work, and deviations from the construction schedule.
- Determining in general if the work, when fully completed, will be in accordance with the contract documents.
- Managing and handing over and close out of the project.
- Coordinate and control design submittals for client review and approval.
- Facilitate resolving design issues with seniors.

- Support preparation of completed drawings.
- Perform key role to maintain work progress agenda and inform commitments to team members.
- Acting as the point of contact between the designers and clients.

Sr. Draughtsman at Shikhar Infra Promoters Pvt. Ltd., Aligarh, India from December 2009 – October 2010.

Projects Handled:

Royal world's Residential Colony with Duplex 2Bed, 3Bed and Studio Flats.

Draughtsman at Globe Creations Pvt. Ltd., Aligarh, India from June 2008 – November 2009.

Projects Handled:

Residential and Commercial Building Apartments, Villas, Flats, shopping complex & Official Buildings.

Education

- Pursuing MBA in Project Management from Jaipur National University.
- Diploma Engineering in civil from J.R.N Rajasthan Vidyapeeth University.
- Bachelor of Arts from Aligarh Muslim University.

Additional Training / Courses

- 3D Studio Max in 2010 institution PCC from Aligarh.
- Diploma in Auto Cad in 2008 institution PCC from Aligarh.
- Diploma in HVAC in Mechanical in 2008 institution ITS from New Delhi.
- DCA (Diploma in computer Application) in 2008 Aligarh
- Knowledge of Revit.

Personal Details

Date of Birth	:	1st April 1987
Linguistic Abilities	:	English, Hindi, Urdu, and Learner Arabic
Passport Details	:	S4728725
Location Preference	:	Middle East
Permanent Address	:	Sir Syed Nagar, Aligarh, U.P. India.
Residential Address	:	Al Nahda, Sharjah, UAE.
Nationality	:	Indian
Marital Status	:	Married
Driving License	:	India and UAE.

(SIGNATURE)