

AHMAD SAIF

— ARCHITECTURAL COORDINATOR



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PERSONAL DETAILS

Date of birth
01-04-1987

Nationality
India

Visa status
Employment

Marital status
Married

DRIVING LICENSE

Driving license category
UAE & India

WEBSITES SOCIAL LINKS

LinkedIn:

<http://linkedin.com/in/ahmad-saif-585aa5157>

SKILLS

Team Lead

Design Coordination

ABOUT ME

As a senior professional, I bring a wealth of leadership experience from the dynamic sectors of Design and Construction. My global expertise is marked by significant tenures, including 11 years in the UAE, 2.5 years in KSA, and 2 years in India, where I have contributed to a variety of landmark projects throughout their entire project cycles. I am adept at assembling and steering both internal and external teams towards peak performance and productivity. My skill set is further complemented by exceptional management and negotiation capabilities, coupled with a proven track record in public relations. I am unwaveringly committed to upholding the highest standards of professional and personal excellence in all my endeavors.

WORK EXPERIENCE

Architectural Coordinator, Shapoorji Pallonji Mideast LLC., Dubai
Mar 2013 - Present

- Spearheaded project coordination for Imperial Avenue, Business Bay - Dubai, ensuring seamless integration of design and execution phases.
- Actively participated in design meetings, contributing to the conceptual development of projects.
- Strategically planned and managed project timelines, goals, and information updates to optimize team performance.
- Supervised ongoing projects, maintaining a steady workflow and coordinating efforts among team members.
- Facilitated clear communication with consultants to define project requirements, scope, and objectives.
- Guaranteed precision and adherence to the Project Master Program in drawings produced by the drafting team and subcontractors.
- Identified and resolved shop drawing discrepancies, ensuring constructability and cross-discipline integration.
- Translated design concepts from architects and consultants into actionable construction shop drawings.
- Highlighted critical dimensions and ensured that detail work was feasible and coordinated with other trades.
- Fostered collaboration between the architectural team and consultants to maintain consistency in construction documentation.

Asst Coordinator, Shapoorji Pallonji Mideast LLC, Riyadh
Aug 2011 - Feb 2013

- Spearheaded coordination for King Abdulaziz Financial District projects 4.10 & 4.11.
- Guaranteed timely delivery of high-quality, clear, and precise design drawings.
- Managed the design workflow with a strong technical acumen, ensuring client satisfaction through alignment with their vision.
- Conducted rigorous design reviews with a focus on health, safety, and compliance to minimize errors and financial risks during construction phases.
- Implemented efficient distribution protocols for design documents, ensuring accessibility for relevant parties at critical junctures.
- Maintained comprehensive records of the design process, upholding high standards of documentation.
- Stayed abreast of evolving building regulations and designing best practices to ensure compliance and excellence.
- Balanced office duties with on-site visits to ensure hands-on project oversight and real-time issue resolution.

Drawings Coordination

Site Coordination

Revit

AutoCad

DCA

3D Studio Max

LANGUAGES

Hindi

Arabic

Urdu

English

Asst. Coordinator, Ali H. Al Yami & Partners Company, Al Khobar
Nov 2010 - July 2011

- Spearheaded the Jubail Tower project, a key initiative under the Chamber of Commerce.
- Managed technical communications with clients and consultants, ensuring issue resolution.
- Monitored design progress, providing technical assistance to designers to align with schedules.
- Fostered collaboration between design and site construction teams for seamless operations.
- Conducted thorough inspections and site visits to uphold work quality standards.
- Liaised with subcontractors on technical and contractual matters, maintaining project integrity.
- Conducted regular site visits to gain comprehensive project familiarity.
- Updated senior management on project progress and quality, ensuring transparency.
- Identified and reported work defects, deficiencies, and schedule deviations for corrective action.
- Assured project completion in compliance with contract documents through diligent oversight.
- Oversaw project close-out, ensuring a smooth transition and client satisfaction.
- Coordinated design submittals for client review, streamlining approval processes.
- Resolved design issues effectively in consultation with senior staff.
- Assisted in the preparation of final project drawings for client handover.

Draughtsman, Shikhar Infra Promoters Pvt. Ltd., Aligarh
Jun 2008 - Oct 2010

- Facilitated detailed drawing preparation and delivery.
- Enhanced project efficiency through effective coordination with design and construction teams.
- Conducted thorough inspections and site visits to ensure work quality.
- Liaised with subcontractors on technical and contractual matters.
- Acquired comprehensive project understanding via regular site visits.
- Maintained progress and quality reports, keeping senior staff informed.
- Identified and reported construction defects, deficiencies, and schedule deviations.
- Assessed project compliance with contract documents upon completion.
- Oversaw successful project management, handover, and closure processes.

EDUCATION

MBA, Jaipur National University, Jaipur
2022

- Specialized two-year MBA in Project Management, emphasizing strategic decision-making in dynamic environments.
- Comprehensive training in planning, leading, and achieving key corporate goals.
- Opens doors to diverse career opportunities across sectors such as construction and IT, with substantial growth potential.

Diploma in Civil Engineering, JRN Rajasthan Vidyapeeth University, Rajasthan
2015

- Earned a 3-year Diploma in Civil Engineering, focusing on the design, maintenance, and construction of buildings.
- Acquired comprehensive knowledge in construction management with theory and practical knowledge.

Bachelor of Arts, Aligarh Muslim University, Aligarh
2008

- Bachelor of Arts in Economics focuses on equipping students with skills in data collection, analysis, and interpretation through statistical and economic methodologies.

• The curriculum encompasses a range of subjects including market dynamics, public policy, international trade, and economic development.

Diploma in Revit - Architectural from Aptech, Sharjah (UAE)
2024

Diploma in AutoCAD from PCC, Aligarh
2008

Diploma in 3D Studio Max & Photoshop from PCC, Aligarh
2010

Diploma in Computer Application - DCA from CEC, Aligarh
2008