



RASEEM V.H

MANAGER - PROJECTS

CONTACT

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Kerala, India

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Male

Married

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Valid UAE & Qatar

[RaseemHamsalinkedln](#)

ACADEMIC

2024

Nebosh International General Certificate in Occupational Health & Safety

2008

Diploma in Civil Engineering
Delhi University

2005

Higher Secondary Education – Math's and Science
Leaving Certificate
Kerala – India.

2002

Secondary School
Leaving Certificate
(S.S.L.C) Kerala – India



PROFILE

14 years experience in GCC (Qatar & UAE) for project and asset management with a demonstrated history of working in the retail industry & properties (Shopping Malls & office buildings). Updated HSE practices and skilled in Auto CAD, fit-outs for hypermarket & Department stores (LULU), F&B, Retail stores, (different international Brands) Anchor stores, (Stadium, Crate & Barrel, Toys R Us and Old Navy, Other stories & NOVO cinema) and Offices (Sidra, Al Emadi Hospital, QNB, Doha Bank). Have good interpersonal skills in iaising with clients, contractors, suppliers, and relevant authorities.



WORK EXPERIENCE

Manager - Projects - Retail Design & Delivery *JUNE 2024-PRESENT*

Pioneer Property Zone (ICS Realty Group)- **M5 ecity Mall** -
Banglore - India

- Managing the on-site tenants fit-out/services and coordination, working with corporate tenant coordinators, contractors, and city building departments to complete tenant shops on schedule and according to approved plans.
- Managing the retail design and delivery process between the client tenant and contractors, by aligning the tenant goals, design submissions and objectives, with the landlords strategic project goals
- Prepare the tenants' status and fitout unit status report weekly for updates to mall management and devoloper.
- Managing and coordinating with project managers of base built contractor to finish the pending works of each units including Anchor stores and F&B prior to starting brand fitout.
- Site coordination and follow-up with tenants, Landlords Architectural in-house design team , MEP consultants , contractors and Landlords operations team (Soft services & FM) to meet target opening date.
- Ensure that all Prestart documentation including insurance, drawings, payments, gate passes and safety requirements are in place as detailed in Landlords Site constraints Manual.
- Coordinates ARCH, MEP, BMS, HSE issues with project consultants and landlords in-house FM team to get their involvement regarding approval of designs, materials, provisions, infrastructure for overall benefit of the project.
- Planning, coordinating and implementing the retail fit-out logistics strategy and plan
- Planning, coordinating and monitoring testing & commissioning for retail units

Manager - Retail Design & Delivery cum Operations *MAR 2021-DEC 2023*

Retail Design & Delivery Coordinator *FEB 2019-FEB 2021*

EQUINOX (Properties & development)- **Northgate Mall and Office buildings** - Qatar

- Update the status of the fit-out projects, operational issues and maintenance issues to the mall manager (management, Leasing department head) in weekly meeting.
- Direct and monitor issues related to internal design & tenants fit-out to ensure compliance with Mall requirements & policies. Leadership in reviewing Arch design against developers' design guideline.

SKILLS

- Organizational :
Effective at time management and prioritising tasks to achieve deadlines.
- Communication
- Team work
- Negotiation
- People Management
- Project Planning
- Leadership
- Brand Awareness
- Working with Landlords
- Auto CAD
- Technical Support for Fit out
- Skill to review the drawings
- Facility Management
- MEP

COMPUTER SKILLS

- Autocad 2010
- Microsoft Office (Word,Excel & PowerPoint)
- Revit
- 3D Modeling & Walk through
- 3ds Max
- Photoshop

- Review & Approval of work permits/ work orders/ procurement for the mall for both in-house and external contractors' work. Confirm that submission of mall service payments and third-party CAR insurance required to issue a work permit.
- Managing the retail design and delivery process between the client, tenant and contractors, by aligning the tenant goals, design submissions and objectives, with the landlords' strategic project goals.
- Planning, coordinating and implementing the retail fit-out logistics strategy and plan. Planning, coordinating and monitoring testing & commissioning for retail and F&B units.
- Conduct meeting and conference with Tenant and Tenant designers to resolve/discuss and formulate project requirement & developers' provisions/design criteria for MEP.
- Organizing the kick off meeting with tenants and contractor to brief the procedure of the fit-out mobilisation and facilities of the mall and office buildings. Handover the LOD and other required documents (DC1, DC2, etc..) to tenants. Prepare the site observation report of the maintenance of the properties and coordinating with the facility team and procurement team for the further rectification.
- Managing all documentation and technical records required for closing out the projects.
- Prepare the landlords' meter reading of Water (TCWS, irrigation, flushing, make up water) Electrical, BTU and Gas for a record and submitting to landlords' accounts team for reference.
- Address the maintenance (PPM) work to the tenants.To coordinate with landlords FM team and notify the AMC team about PPM. (Fire fighting , Fire Alarm etc.)
- Prepare the Concept delay notice, Late opening Delay letter in regards to the daily progress of the work and pressurize both tenant and contractor to expedite Site execution and Governmental approvals and achieving the shop on time opening.
- Update the LOD and inform to the tenants prior to begin the fit-out work. Supervise and coordinate the demolishing work with all parties of tenant as per the cancellation of the lease agreement by the management.

Tenant Coordinator - Retail Design & Delivery *MAR 2016-DEC 2018* **Mace Qatar L.L.C - Doha Festival City** project, Qatar

- Manage the overall shop Fit out project from the Concept design approval stage to the completion of work with all governmental bodies inspections and approvals.
- Schedule the Fit out period of each shop with respect to the Rent Commencement Date (RCD) and hand over of the unit on time.Organizing Kick off meeting with Tenants and contractor to brief the Mall Fit-out mobilization and work process.
- Allocate the individual shops project related works to the respective project Managers and monitor the site work progress on basis of daily progress report. To advise Project Managers for the necessary actions to speed up the projects to enable them to meet the target opening date.
- Update the status on Fit out work progress and issues, additional Requirement to Senior Management and to give technical solution on the Tenant Variation Request (TVR) after discussing with Engineering Department.
- Prepare the Concept delay notice, Late opening Delay letter in regards to the daily progress of the work and pressurize both tenant and contractor to expedite Site execution and Governmental approvals and achieving the shop on time opening.

CERTIFICATIONS

- Autocad 2010
- NEBOSH (IG1 - Management of health & Safety) (IG2 -Risk Assessment)

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam
- Tamil

REFERENCE

Mr.Onal Yilmaz
(Managing Director)
+905324883570

DECLARATION

I hereby declare that all statements are true complete and correct to the best of my knowledge and belief.

(Raseem V.H)

- Attends and participates in project, and construction meetings as required (handover, mobilization, design, inspections, QCDD etc.)
- Track, monitor, chase down completion of work stages to ensure timely completion of various stages of design and fit-out work includes big anchor stores & F&B.
- Enforce Tenant Coordination processes, procedures and standards for management, quality and efficiency in tenants design, construction and life safety.

Project Coordinator- Fit Out

APR 2012-NOV 2015

Life Line Trading & cont.L.L.C - Dubai - UAE

- Coordinate with DM/DEWA inspector during the inspection of the store prior to the opening and take care of the comments if any. Conduct the pre opening pending snags inspection with Consultant and Clint.
- Schedule the inspection with consultant for connect the MEP service activation prior to schedule the Civil Defense inspection.
- Coordinate with client representative to schedule the date of HSE induction, work permit approval, inspections at site and project handover procedures. Manage with the design team and site engineer to get the approval from local authorities.
- Assist and coordinating with technical team for resolving technical failure during the fit out period of arch & MEP in order to achieve the completion and open the store.
- Convene and conduct meeting like follow up work program, brain storming sessions to manage and facilitate the entire project cycle.
- Coordinate with all stakeholders to ensure key operations, schedules, quality for successful completion of project.
- Follow up with consultant for the as built drawings and governmental bodies' inspection and approval.

Tenant Coordinator

AUG 2009- MAR2012

Lulu Group International (Line Investments & Properties)- Al Foah Mall - Al ain - UAE

- Assist the appointed Tenancy consultant to provide all the necessary document for the preparation of Design Criteria Manual (DCM) and leased outline drawings (LOD) for the preparation of shop concept design and further Architectural and MEP drawing submission.
- Review the Concept/Architectural/ MEP layout of the store in line with Mall Design Criteria Manual (DCM) and provide all governmental bodies NOC for the mandatory Site work approvals upon the comments or suggestion from senior Management.
- Responsible to interact directly with contractors and subcontractors for the preventive and corrective maintenance Civil Interior Works and MEP works.
- Site coordination and follow-up with tenants, Contractors and Subcontractors to meet targeted dates.
- Reporting the status of all the units (Retail and F&B) to the Mall Manager during the weekly progressive review meeting.
- Coordinate with Tenancy consultant (MORGANTI) and provide all the assistance from the design approval stage to the completion of the shop fit out works.
- Monitoring of all Fit Out units (Retail And F&B)Testing and Commissioning process and preparing reports.