

# AZEEM QAMAR

Dubai, DXB 410465 | C: Dubai-00971567534455 – C: Mumbai 00919819383336 | azeemsq@gmail.com |

## SUMMARY

Proactive Project/Operations Manager experienced in managing a variety of fit out teams and projects. Successful in creating effective communication between personnel, sub contractors and the management team.

I am successful at finding cost-effective solutions to the various challenges that arise during the process of creating and delivering a required element for the project.

Having come to this country as a strategy officer for an IT company my work and ability took me to a different level of work profile for which I am now satisfied by delivering what my clients need, I offer my client complete one stop shop for office fit out which also includes setting up the office with the essentials of IT, communications and security system.

Not from an IT field, but my fondness for gadgets gets me involved with doing something new every time. I like to be current when it comes to the gadget world.

On a personal front, I wish to believe that work is never time bound, especially in this industry. I therefore believe in work achievements far more than work hours.

My observation out of working in international arenas of the business is that an assignment is never too small and any target makes itself attainable, provided the attitude remains focused.

## HIGHLIGHTS

**Project Budgeting**  
**Government Permission**  
**Civil Defense Approvals**  
**HVAC Knowledge**  
**Labour Management**

**Customer Satisfaction**  
**On site handling**  
**Security System Knowledge**  
**Building Data Cabling**  
**Purchasing Knowledge**

## EXPERIENCE

### **Director Development – Operations 12/2016 to Present**

#### **Mirai Real Estate Developers. Dubai, Dxb**

Mirai – As the name suggests Future (in Japanese), A new and well established company in Dubai into Real estate having its mother company in Hong Kong & Singapore, hired me as the Operations and Development Head for organizing the team and setting up the company's early steps in the Real Estate World of Dubai. I had the responsibility of getting on board the Consultants, Contractors, sub-contractors, designers, to float the tenders for our various upcoming projects in Dubai and other Northern Emirates. Currently we were working on 10 Villas and 2 Building projects.

Very Efficiently, I have been able to deliver my expectations and continue to deliver by getting **The Company** in to Auto mode with the best 3<sup>rd</sup> party consultants and contractors on board.

**Operations Manager 07/2013 to 11/2016****Fabiz Solutions & Interiors LLC Dubai, Dxb**

Presently working for Fabiz Solutions & Interiors LLC, as Operations Manager. This is a Dubai based company operating from Business Bay, I am handling the entire operations of this company and also assisting in sales when ever needed. My role is to start a project and deliver it to the client with all the Necessary and mandatory approvals, coordinating with the government bodies for approvals, assigning the staff for the project, finalizing the required material and assisting the junior staff for any further requirements for delivering the project.

**MY ROLE:**

Appointed as the Operations Manager, I was handling the entire team of the company, related to the fit out and IT aspects, The company was providing complete services which included designing, building , furniture, camera setup, IT DATA setup, server setup and security , TURN KEY PROJECTS.

I was involved from the initial stage where we studied the drawings and give concept designs to the clients. We had to understand the level of detailed work the client was looking at, as per the clients requirement we used to plan and design.

Complete purchasing and out sourcing (if any) was under my control. Works Carried out included all the approvals from the related sources - DCD & building management.

**Operations Manager 02/2012 to 06/2013****Business Impulses Fzc LLC Dubai, Dxb**

Business Impulses was the first company for me in Dubai. I started here as a Operations Manager for the division of hardware and software, mainly I was taking care of the sub contractors we used while implementing the projects. Here we got an opportunity for working for a project where I was introduced to interior fit-out, which inspired me to get in to the fit out industry completely.

**Operations Incharge 09/2007 to 01/2012****DTS Tours Mumbai, Maharashtra**

Was Associated with DTS Tours as Operations in-charge, Handling the maintenance of leased hotel and restaurant,taking care of the daily requirements of the day to day work, and managing the drivers , conductors of the buses along with the scheduling of the vehicles servicing and cleaning.

**Operations 06/2006 to 08/2007****Raj Tours & Travels Mumbai, Mah**

Was Working for Raj Travels (National Express division) as a Senior Operations Manager since My duty was to dispatch the buses on various destinations. I was controlling 134 buses with a staff of 230 drivers and conductors.

**Delivery Man 07/2005 to 06/2006****Kyhber Restaurant Croydon, London**

As I was doing a course of travel and tourism I was working part time with an Indian restaurant as a delivery man

## **Companies**

During my work experience in various companies in the last fifteen years I have handled the following assignments from Time to time, **between 1991 to 2005.**

### **SALES:**

From 1991, I started as a counter sales clerk attending to Passengers and issuing tickets on public transport buses operating on different routes from Mumbai, Managing .RENT-A-CAR services, Hotel Reservations and Airlines bkg.

### **OFFICE ADMINISTRATION:**

After two years of counter sales experience, I was handling Office Administration, which included managing the Junior staff, allocating the duties to Drivers and Attendants.

### **OVERSEAS EXPERIENCE:**

From May 2002 to July 2003 was working for M/s Alkabeer Foodstuffs in Saudi Arabia (Riyadh), as a sales executive.

I was handling the supermarkets sales requirements. I was also handling the promotions of our products at various supermarkets. I was also handling the Inward containers from our Mother Company in United Arab Emirates.

### **:Since Aug 2003 to March 2005**

I have been associated with Dadar Tourist Center at the post of Associate Director. The Company is in to Rent A Car Hotel Reservations All Over India.

## **Education**

### **B.Com: Commerce 2012**

CMJ University Mumbai, Mah, India

Completed my Graduation , Having attested certificate from Ministry of Interiors India and UAE.

### **Associate degree: Travel and Tourism 2006**

U.K. Rochvielle University London, UK

A short course of Travel and Tourism

### **GED: Commerce 1993**

Siws Nr swamy college of commerce Mumbai, Mah, India

Completed Higher Secondary Certificate

### **High School Diploma: General 1991**

Dadar Parsee Youth Assembly High School Mumbai, Mah, India

Completed Schooling

## **Skills**

Computer Accounting, Knowledge of hardware, well versed with Corel Draw, Front Page, Photoshop, E-Banking and Documentation.

Holding UAE Valid Driver's License.