

Taher Naseem Shaikh

Address: Makka House CHS Ltd,
B-304, 3rd Floor,
Western Express Highway,
Kashimira, Mira Road (East),
Thane – 401 107.
Contact number: +91-9821266200
Email id: tahir0620@designnetworkapl.com
stahir98212@gmail.com

Career Objective:

Aspiring for a suitable position, commensurate with my qualification, experience and caliber. To utilize my skills and abilities in the Industry that offers Professional growth and acceptance to new ideas while being resourceful, innovative and flexible.

April 2005 till date: Sr. Property Manager and Sr. project coordinator

Organization: Design Network Architect Pvt Ltd.

Duration: 18 years (Still Employed).

Job Responsibilities

Sr. Property Manager

- Monitor the entire office / residential building premises work for repair and maintenance.
- Keep daily inspection of property for any damages.
- Oversee janitorial, landscaping, security, CCTV and other contracted services to maintain standards.
- Follow up for payments from clients on regular basis.
- Efficient and cost effective material purchase without compromising on quality., i.e. ply, laminate, hardware's, Plumbing Materials, Glass, civil materials etc.
- Getting quotes from the vendors and make comparative.
- Timely Payment of all bills to avoid penalty and interests.
- Keep track and managing of Office/residential premises, security, repair and maintenance, furniture / House Keeping, AMC of Computers, Laptops, HVAC, Copier, Security, Water dispenser etc.,
- Taking suggestions from the stake holders and colleagues for a smooth operations.
- Liaisoning with government department for hassle free work environment through a consultant.
- Market office or residential facility through a professional local brokers and online.
- Attend to prospective client for commercial / residential space viewing.
- Explain them the complete space/location and building facilities/advantages.
- Negotiate with Agents/landlord/company to get the best deal for the company and close the deal.
- Get the LOI from the interested client and forward it to the owner.
- Get all the major points covered / mentioned in the LOI from both the parties.
- Prepare all documentation and formalities needed for lease/sale agreement registration.
- Handover all the Documents to the solicitor / Advocate for preparation of the lease/sale agreement
- Handover all the documents of transfer to the society/landlord if required.
- Handover peaceful possession of the facility to the Tenant.
- To get our testimony from client.
- Source for interior vendor and get the work done from them in time and within budget.
- Bill Checking of all work as per WO and PO.
- Petty Cash.
- Follow-up for on time delivery of material with quality/zero damages.
- Co-ordination with all related contracting agencies. Overall supervision of all the work as per WO and PO.
- Resolve issues if Tenants and owners immediately without dragging it.

Major company's leave and license deals executed

- MCX/Financial Technologies India Pvt. Ltd – BKC Raheja Tower – 17455 sq.ft
- IEX India Pvt. Ltd – Delhi CP- Statesman House – 10500 sq.ft
- MCX India Pvt. Ltd – Delhi Golf Link Bungalow – 6500 sq.ft
- MASS Group Developers – Bandra West (Makani Center) – 650 sq.ft
- Design Network Architects Pvt. Ltd – Borivli East Bungalow - 1800 sq.ft
- Design Network Architects Pvt. Ltd. Purchased office Borivli east 1250 sq.ft.
- GSK residential Apartment – Worli – 2BHK

Job Responsibilities

PMC Project Coordinator

- Site Visit of proposed facility with team.
- Make a dilapidation report with the team and submit to the client.
- Shortlisting of Consultants MEPF.
- Negotiating with consultants for their fees and scope of work MEPF.
- To give clients requirement to the consultants for making layout and BOQ.
- To get BOQ / final layout and details drawings from MEPF.
- To get the final layout and Interior BOQ from the team as per clients requirements.
- Float the Interior and Services Tender to all Interiors Vendors / services Vendors.
- Arrange meetings with Clients and PMC / Architects team to discuss Project requirements, Pending decisions from clients, approval from client, Payment to vendors and consultants as and when required as per WO / PO.
- Making comparative of tenders received from vendors.
- Tender rates negotiations with vendor and client's team.
- Site Visit of shortlisted Vendors with client's team.
- Crosscheck with the reference numbers provided by the vendors at the time of tender.
- Award the work to the best vendors considering quality / budget and timeline.
- Coordinate with Vendors for keeping quality work and to meet the deadline.
- Bill and quality check of vendors as per BOQ and releasing payment certificate after deduction if any.
- Weekly Progress report to client with site photos and work progress.
- To keep Payment track made to vendors and consultants as per work order/ Purchase order.
- Making Snag list with clients authorized person and make sure it is complete within the timeline.
- Handing over the complete site in all aspect to client and taking feedback with our Testimony.
- Knowledge of material and its rates used for interiors and exterior projects.
- Liaisoning/managing with BMC and other Government departments for smooth running of project.

Major Project Achievements:

- IPAN (**Area: 1800 sq.ft**):- Design Built for a PR company – Material procurement and site manager 2006.
- Lotus India Mutual Fund Pvt Ltd:(**Area: 10,000 Sqft**) Initiated the project as site supervisor in 2007.
- Financial Technology Pvt Ltd (Pan India) :(**Area: 50,000 sqft**) Yielding good results in the above project let me to play a role as a Project Co-Ordinator in 2008-2009.
- Multi Commodity Exchange Pvt Ltd (PAN India) :(**Area: 50,000 sqft**) Along with Financial Technology Pvt Ltd. was working in this project between 2009-2010.
- Indian Energy Exchange:(**Area:10,000 sqft**) Co-ordinated project at Connaught place (New Delhi) as Project Co-Ordinator in 2009-2010.
- Fortis Hospital:(**Area: 1,000 sqft**) Managed Project in Medical Care at Mahim West (Mumbai) as a Project Coordinator in 2009-2010.
- Polaris Software Lab:(**Area: 1,50,000 sqft**) Handled project at Thane/ site as Project Coordinator in 2010-2011.
- Grey India:(**Area:10,000 sqft**) Managed project at Parel (Mumbai) as a Material Procurement and site Manager in 2011-2012.
- XL Dynamics: (**Area: 6,000 sqft**) **Design Built** Handled project at Ghansoli (Navi Mumbai) Material Procurement and site Manager in 2011-2012.
- Kiddington Play zone: (**Area: 5,000 sqft**) Managed a fun time project for kids at Kandivali West (Mumbai) as Project Coordinator in 2012-2013.
- Proctor and Gamble Goa – Turnkey Project (**Area 2500 sq.ft**) Worked as a Project Coordinator.

- Proctor and Gamble Bhopal – **(Area 150000 sq.ft)** Only Architecture and Interior Design Worked as an Project Coordinator
- Rajiv Residence : **(Area:1500 sqft)** A Place made to live and breathe with peace at Borivali East (Mumbai) in 2013-2014.
- Madan Residence : **(Area: 2500 sqft)** Managed a built up to a Client home as per his aspirations at Mira Road East (Thane) in 2015-2016.
- Doshi Residence: **(Area: 2000 sqft)** Managed a dream Transformation to a reality home at Borivali East (Mumbai) in 2015-2016.
- Shree Hospital: **(Area:5000 sqft)** project coordinated at Mira road (Thane) in 2016-2017.
- Ingram Micro India Pvt. Ltd. Delhi Okhla Phase II **(Area:11500 Sq.ft)** Managed as a project coordinator and handed over personally the complete project. 2018-2019
- Ingram Micro India Pvt. Ltd. Mumbai **(Area:28500 Sq.ft)** Managed as a project coordinator and handed over personally the complete project. 2018-2019
- Ingram Micro India Pvt. Ltd. Chennai **(Area:16000 Sq.ft)** Managed as a Project coordinator remotely Handled. 2020-2021
- Phalcon Dental Care Kandivli West **(Area 750 sq.ft)** :- Managed as a Project Manager Handled site and completed within budget and timeline. 2022-2023
- VCare Vasai West **(Area 1300 sq.ft)** :- Managed as a Project Manager Handled site and completed within budget and timeline. 2022-2023
- VCare Mira Road **(Area 1700 sq.ft)** :- Managed as a Project Manager Handled site and completed within budget and timeline. 2023-2024

Nov 1999 – Feb 2005 :- Viva Africa Durban South Africa – Business and Import Manager

- Handled complete Import of product like Brass Art ware, Plastic Mats, Clothing etc. and distribution to local wholesalers, collecting of payments from wholesalers and making payments of the import bill.

Jan 1995 – Oct 1999 :- Traditional Craft sister concern of Tirupati Gems (Colaba) – Export Manager

- Worked as an Export Manager Handled all export Documentation, Customs, Duty Drawback, Gold Exports. After working for 4 years this company promoted me to South Africa (Durban) as a Business Manager for its sister concern Viva Africa.

Educational Background:

Education	INSTITUTE	YEAR
S.S.C.	SETH GOPALJI HEMRAJ HIGH SCHOOL (BORIVLI EAST)	1992
H.S.C.	B.S.S. COLLEGE (MALAD WEST)	1994
Accommodation times	Course in Real Estate	2006

Technical Aspects:

- Knowledge of Outlook / MS Word /Excel & Power Point.

Personal Details:

Date of Birth : 20TH JUNE 1975
 Marital status : Married
 Language known : Hindi, Marathi and English.
 Hobbies : Traveling and Driving

Signature
(TAHER. N. SHAIKH)