



Naharain Al Orrayed



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OBJECTIVE

I HAVE OVER 17 YEARS
EXPERIENCE IN THE FIELD OF
ARCHITECTURE AND INTERIOR
DESIGN AND SUPERVISION AND
IN THE MANAGEMENT FIELD. I
WOULD LIKE TO APPLY FOR A JOB
THAT SUITS MY QUALIFICATIONS

EXPERIENCE

MANAGING DIRECTOR & ARCHITECT ARKITKT ENGINEERING

June 2009 – present

As the founder and the Managing Director of arkiTkt Engineering, I am responsible for the day-to day running of the business with emphasis on sales and business development. This is done by making sure that the business continues to grow by way of developing new clients whilst maintaining its existing customer base. In addition to recruiting new employees and training them.

INTERIOR DESIGN CONSULTANT IDEAL FURNITURE

Jan 2007 – April 2009

- Selecting and Ordering Furniture & Accessories
- Visiting international exhibitions for interior & exterior design (Shanghai expo, Index Dubai & Big5)
- Undergoing Interior design for a ladies beauty salon & Gym in Saudi Arabia
- Undergoing Interior design for several villas

ARCHITECT INTEC BAHRAIN

May,2000 - Dec,2006

Worked on Residential villas, Museum, Restaurant, Residential Compounds, Commercial buildings, Offices, Landscaping,

- Interior design.
- Building designs.
- Site supervision.
- Preparation of working drawings, presentation drawings and detailing.
- Following up with municipality and other directorates for building permits.
- Checking architectural, structural and electro mechanical drawings.
- Attending meeting with clients.
- Supervising studio staff.

SKILLS

I have a good experience In managing Architectural firm, Conceptual designs, project management, Revising working drawings, and detailing. I have good knowledge in many computer applications including AutoCAD 2D&3D, 3D VIZ, sketchup, Adobe, Revit Architecture, Ms office.

ARCHITECT MANNAI ENGINEERING CO.

Dec,1998 - July1999

- Supervising laborers and checking variation of work in accordance to project specification and project program.
- Setting out & checking levels.
- Calculating quantities and ordering materials.
- Preparation of Progress Reports.
- Preparation of detailed drawings.
- Interior designs.

TRAINEE MINISTRY OF WORKS & AGRICULTURE

Summer,1995

- Regular site visits & conceptual design for Riffa post office.

TRAINEE DAYLAMI CONSULTANT OFFICE

Summer,1992

- Regular site visits & conceptual design of a Primary school.

EDUCATION

CMI INTERNATIONAL DIPLOMA IN MANAGEMENT

Sep,2011 – Feb,2012

Chartered Management Institute

B.SC. IN ARCHITECTURAL ENGINEERING/1998

University of Bahrain

PROFFISSIONAL CERTIFICATES

PROJECT MANAGEMENT PROFESSIONAL (PMP)

June,2017

Project Management Institute

AUTODESK REVIT ARCHITECTURE 2014

March,2015

Training Plus Institute

ENTERPRISE DEVELOPMENT AND INVESTMENT PROMOTION PROGRAM

Aug,2008

UNIDO

COURSE IN INTERIOR DESIGN

May 2006

Sheffield School Of Interior Design

CERTIFIED VISUALIZATION SPECIALIST IN

AUTODESK 3DVIZ, LEVELS 1&2

March-May, 2003

EACOM

CERTIFICATE IN AUTOCAD 2000

3D ADVANCED

Oct, 2001

EACOM

DUTIES IN DETAIL

Managerial Duties:

- Identifying, developing and directing the implementation of business strategy.
- Promoting the company's reputation in the market with customers & suppliers.
- Involved in planning & organizing the organization's activities to achieve targets.
- Responsible for the Profit & Loss account for the business.
- In charge of leading, motivating and developing the management team.
- Liaising with officials of Government departments and Regulatory bodies.
- Managing multi-disciplined teams and resolving any conflicting priorities.
- Developing business plans and preparing comprehensive business reports.
- Improving margins and maintaining a high quality service to clients.
- Reviewing, refining and developing the strategy and direction of the company.
- Building client relationships that result in revenue and profitability growth.
- Responsible for the company's health, safety and legislative adherence.
- Creating and maintaining links with other trade and professional associations.
- Keeping control of business expenditure, and ensuring it's within agreed budgets.

Architectural duties

- Preparation of Architectural & Interior conceptual designs,
- Coordination schedules and workloads
- Reviewing architectural documents for potential conflict with other disciplines
- Generally act as the leading individual contributor and

coordinator of design problem-solving

- Meeting with owners, clients and contractors regarding building design, material specifications and municipal building code compliance.
- Managing a team of Architects
- Reviewing and assessing proposals for final presentation
- Checking final designs, working drawings and specifications as per project approval
- Conducting surveys to collect data required in design preparation
- Discussing the requirements of alterations and repairs to be made with concerned officials