

Personal Information		
Name	Riyaj Shamshuddin Attar	
	Assistant Architect	
	Total Experience - 27+ Years	
Address -	304, Damodar Ashish Society, Lane no.4, Sr.no.16, Sai Siddhi Chowk, Ambegaon Pathar, Pune – 411 046	
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Telephone -	Mobile 7798729800	Home 9970709786
Date of Birth -	06-06-1974	
Professional Qualification -	Diploma in Architecture (Passing in 1996)	
Language -	Marathi, Hindi and English	
Software Skills -	Auto cad, Ares cad, Sketch up, V Ray, Edificius (3D) MS Office	
Professional skills -	<ul style="list-style-type: none"> *Skilled & Good knowledge in Auto cad. *Expertise in creating Dynamic blocks, Attributes, CTB *Vast experience in working with External reference system. *Eye for Standardizations, Perfection & Quality of Drawing. *Working drawing creations *Architectural design *Construction methods *Design documentation *MEP Design coordination *Site Inspection & Supervision *Interior design *Design coordination *Design presentation *Structural Design coordination 	
Achievements -	<ul style="list-style-type: none"> *Conducted One day workshop on “CAD STANDRDS” for IIA, Talegaon Dabhade members and Students & Staff of D Y Patil University School of Architecture, Ambi. *Setting up new CAD Standards for entire office and implementing the same at SSA Pune office & Studio K-7 Pune office *Creating all new CTB, layers, so many standard details and Thousands of blocks for Plumbing, Electrical, HVAC & IMBS Services. Trained to entire office (300+) for Standardizations in SNJ consultants. Appreciated by clients & Architects for Quality of drawings. 	
Summary -	<p>I have over 27 years of professional experience in the technical aspects of Construction documentation. I have worked on various Education, Healthcare, Govt-Civic, Commercial and Residential facilities including but not limiting to Construction documentation, Quality checking, Detailing and Project coordination with respective Consultants. Being worked on variety of projects from schematic to construction documentation, I have a good technical knowledge and ability to present the project graphically using Auto cad.</p>	

Working Experience

Firm Name: **S N Joshi consultants Pvt Ltd**

MEP consultant

Designation :- **CAD Quality & Delivery Head**

Period: 3.5 Years (Since December 2021)

Professional Task: The role would provide assistance in the standardization of drawings / documents as per the best engineering practice and meet quality standards.

Key areas of Responsibility and Accountability:-

Co-ordination

Understand from Lead Engineers / Team leads the drawing details.

Collect all necessary data (drawing, details etc.) & explain to draftsman for incorporation of drawings. Monitor drawing quality & Standard for each stage of drawing delivery.

Standardization

Review existing SNJ drawings / Documents for all services i.e.

Plumbing, Fire Fighting, Electrical , HVAC, IBMS etc.

Establish CAD Standards which are the best practices in the industry.

Standardization of drawing that include Template, Fonts, Layers, Blocks, Commands etc.

Interacting with software companies if necessary to provide solutions to standardize SNJ drawings / Documents deliverable.

Training

Training Fresh Draftsman / Engineer for SNJ Standardization & improve speed by teaching them necessary shortcuts.

Training all the existing Draftsman / Engineer for Standard established for drawings / documents.

Quality

Every deliverable drawing / documents should be monitored & checked for SNJ standards before it is delivered to client.

Printing quality standard also needs to be checked so that drawings are legible & of good quality.

Process Improvement

Suggest the methods, systems and new technology available for design that would improve speed & quality.

Working Experience

Firm Name: Studio K-7 (Ar. Ketan Jawdekar)

Designation :- Projct Manager & Associate

Period: 2 Years (November 2019 to November 2021)

Professional Task: As a Project Manager, I was responsible for Overall Project Administration, Project Documentation, Employee Management, IT management and Office Administration.

Project Administration and Scheduling:

- * Prepare project schedule in coordination with principal architect.
- * Implement and check if SOP's are followed for the project administration.
- * Coordinate and update weekly about the project status to the administrator and the principal architect. Take actions in consultation with them for the betterment of project.
- * Identify and analyze our client's needs and goals
- * Assist in design and for budget development.
- * Detail listing, advance planning of the project with respect to deliveries and check on the Drawings being issued
- * Following up for payment from Client as per stages of the project. (If required, In consultation with Proprietor)
- * Bill checking (If Required by client), Preparing, certifying and completion of the snag list.
- * Keeping the track of project expenditure.
- * Over all project management and taking up the overall ownership of the project on the behalf of the organization in the areas of Design, Documentation, Time frame, Finishing and the net outcome of the site to the highest standards.
- * Choice of Contractors and Vendors. (If Required as per Client)
- * Development of project schedules, work plans etc in client's budget.
- * Determine the need for details interaction with the client or his representative on a regular basis make recommendations for selections and purchases etc and coordinate with consultants and other specialists when required.
- * After sales service and relations with the client.

Working Experience	<p>Project Documentation:</p> <ul style="list-style-type: none"> * Implement and check if SOP's are followed for the documentation. This includes files and folder management system, both in soft and hard copy format. * Track documentation schedule and report to the administrator and principal. * Coordinate with clients and consultants for receiving data and inputs regarding drawings. * Keeping proper record of documentation * Preparation of BOQs. (If required by Client) * Maintaining SOP's for the project. * Assess project resources and limitations & Identify regulations code required. <p>Employee Management:</p> <ul style="list-style-type: none"> * Hiring employees as per the requirement in consultation with principal architect. * Outsourcing projects as per the requirement in consultation with principal architect. * Keep a track of employee schedule and attendance. * keep a track of employee performance. * Organize the structure of employee as per the requirement in consultation with administrator and principal architect. * Train or arrange for employee training with respect to various software's for betterment of project administration. * Training Staff for the SOP's of Studio K-7 * Coordination with office team, encouraging, motivating the team and getting the best output from the team within specific time limits. * Continuous Self correspondence and feedbacks on oral and written formats for all projects and site visits with superiors on Daily, Weekly and Monthly basis. <p>IT Management:</p> <ul style="list-style-type: none"> * Take charge of maintenance for all equipment's and hardware including internet services. * Take charge of maintenance for all software's. * Trouble shooting for any hardware and software related problems.
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Working Experience

Office Administration:

- * Assure proper cleanliness.
- * Keep a track of employee schedule.
- * Keep a track of employee performance.
- * Keep a track and check on office expenses.
- * General office administration like keeping track of expenses, correspondence etc.
- * Review performance sheet of an employee twice a year and send report to administrator and principal for further action.

Rights :

- * It is under my scope of rights to appreciate and recommend the incentives for any of the employee for their better performances.
- * It's in my authority to approve or disapprove leave of any employee or the travelling expenses of the employee.
- * I can take a decision of spending up to Rs. 5000 per month for the betterment of office/project apart from petty cash expenses

Project Name:-

Architectural

Adgaonkar bungalow, Pune.

D.Y.Patil – Agricultural University, Talsande, Kolhapur

D.Y.Patil – Architectural college, Kolhapur

Asif Bungalow, Kolhapur

Shiva's World – Resort – Mahableshwar

Hotel Shanti Executive, Dhule

Interior

D.Y.Patil – Bank, Kolhapur

D.Y.Patil – Library in Architectural college, Kolhapur

Hotel Cocoon, Sangli

Hotel Cocoon, Magarpatta City, Pune

Hotel Citrus rooftop, Kolhapur

Shiva's World – Resort – Mahableshwar

Hotel Sheri, Keshavnagar, Pune

Hotel Shanti Executive, Dhule

Working Experience

Firm Name: Sandeep Shikre & Associates

Designation :- Senior Project Assistant & CAD Manager

Period: 13 Years (September 2006 to September 2019)

Professional Task :- Develop Schematic design into Construction documents. Prepare presentation drawing, Working drawing & Detailed drawing.

Co-ordination with Client / Consultants.

Site visits for checking Slab, brick layout etc.

Mentoring to adhere CAD Standards.

Setup & Implement drawing Standards.

Guide / Train to Intern's, Newcomers.

Project Name:-

Out sourcing – Dubai

Link View – High rise residential / Commercial building –2006 to 2008

Al Salam City – Apartments, Villa's and many more –Feb 2007 to 2009

VH Villa – Villa's–Jan 2007 to 2008

Al Tawar Villa – Big Villa with 30 Bedroom's –Mar 2007 to 2008

Al Mutawai Villa – 2008

Archgroup Orange Lake Villa's – 2008

Heavy Vehicle Workshop – Jan 2009 to Feb 2009

Local Projects

Neelkanth corporate park, Mumbai – Jan 2008 to Jan 2011

NeelkanthPalacia, Mumbai –Nov 2008 to Aug 2012

Kohinoor Square – Mumbai – June 2008 to May 2013

Behra's house, Pune –Jan 2009 to March 2013

Amanora EB2 offices, Pune – Sep 2010 to Dec 2013

Radhakanta Math, Puri – May 2009 to Nov 2009

Green Square, Pune – Jully 2010 to 2012

Eastern Ranges, Pune – May 2011

Trident, Pune – June 2014 - Ongoing

Melbourne Park, Bangalore – Feb 2014

Chelsea, Bangalore – Jully 2014 -

Virgin Island, Bangalore –Dec 2014

Phuge bungalow, Pune – Dec 2015 -

640 Capacity Hostel – IIT, Goa – May 2015 –to March 2019

Harbour Heights – Mumbai

One hedges road – Mumbai

ABC Farms – Pune

Day care hospital – Pune

Kaleidoscope – Pune

Kirloskar – Pune

Working Experience

Firm Name: Archimedia (Ar. Ajay Sardesai)

Designation :- Architect

Period: 3 Years (2003 to August 2006)

Professional Task: Planning & Designing of all kind of residential, educational & Commercial buildings. Making of Working drawings & Submission drawings. Making 3D rendered views (Perspective) of buildings and interior lay out in **Auto Cad**.

Project Name

*Hills & Dales :- Row houses & Bungalows at Undry, Pune.
Area apprx. 71,600.00 Sq.mt.

*Suzlon Energy Ltd. :- Interior layout for IT office at Godrej millennium bldg, Pune. Area 20,000 Sq.ft
Essar Oil, Norgren IMI, Monster.com, Qualex Systems, GE country wide, Club Mahindra, Gera builders projects, Tela :- Interior layout for IT office.

Firm Name: Formations (Ar. Shirish Satbhai)

Designation :- Asst. Architect

Period: 3 Years (April 1997 to May 2000)- Hand drawing

Professional Task: Planning & Designing of all kind of residential, educational & Industrial buildings.

Making of Working drawings & Submission drawings.

Project Name

*Chowgule Industries Ltd. :- Maruti Suzuki Car service station at Katraj, Pune. Area apprx. 5,000.00 Sq.mt.

*Ekbote Veneers :- Factory of manufacturing Veneers, Laminates etc. at Ranje, Pune. Area apprx. 7,000.00 Sq.mt.

*Star Poly Plast, Saaj Overseas, Bulk Container :- Factory sheds at Markal, Pune. Area apprx. 15000+65000+50000 Sq.ft.

*New Kannada School :- Primary & Secondary school at Erandwane, Pune. Area apprx. 3000.00 Sq.mt.

*KSH Industries Ltd. :- Factory sheds at Chakan, Pune.
Area apprx. 5000.00 Sq.mt.

*Papal Seminary – Two Hostel building + Church at Pune.
Vartak bungalow, Vaze bungalow

*Cummins Diesel Sales & Services renovation works.



Al Salam City, Dubai



Link View, Dubai



Eastern Ranges, Pune



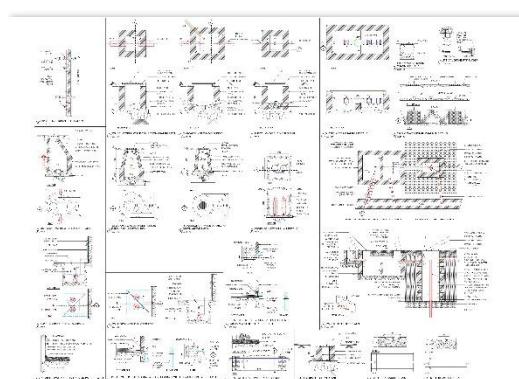
Canal Residence, Dubai



Trident Business Park, Pune



IIT, Goa



Details



Achievement