



Architect Tanveer Qazi, PMP

Date of birth: 12/10/1996 | **Place of birth:** Hyderabad , Pakistan |

Nationality: Pakistani | **Gender:** Male | **Phone number:** (+966) 573283995 (Mobile) |

Email address: tanveerqazi73@gmail.com | **Iqama Status:** Transferable |

Address: Sahafa Maroor, 23341, Jeddah, Saudi Arabia (Home)

● ABOUT ME

**Architect | Fit-Out & Construction Manager |
Project Lead | Project Manager (PMP® Certified)**

PMP-certified Architect with extensive experience delivering construction and interior fit-out projects across retail, commercial, and institutional sectors. Skilled in managing full project lifecycles—planning, scheduling, budgeting, procurement, design coordination, and site execution—while applying PMI methodologies to ensure on-time, on-budget, and high-quality delivery. Proven ability to lead multi-site projects, coordinate teams and stakeholders, and maintain compliance and operational readiness across diverse environments.

● WORK EXPERIENCE

ARCHITECTURAL ENGINEER – FAISAL ALI ALMUTAIRI – 04/02/2026 – Current – JEDDAH, SAUDI ARABIA

- Supervised on-site architectural and interior works, ensuring construction and fit-out adhered to Issued for Construction (IFC) drawings and project specifications.
- Conducted regular site inspections, raising Work Inspection Requests (WIR) / Inspection Requests (IR) and monitoring quality, workmanship, and compliance with safety standards.
- Coordinated with contractors, consultants, engineers, and MEP teams to resolve technical and design-related issues, submitting Requests for Information (RFI) when clarification was required.
- Developed and reviewed architectural and interior design concepts, layouts, and detailed drawings for retail, F&B, and commercial projects, ensuring alignment with client and brand requirements.
- Selected and specified materials, finishes, furniture, fixtures, and signage, preparing Material Inspection Requests (MIR) / Material Approval Requests (MAR) for approval prior to installation.
- Monitored project progress, compliance with regulatory requirements, and QA/QC procedures, raising and closing Non-Conformance Reports (NCR) as necessary.
- Coordinated and integrated architectural, structural, and MEP works on site to ensure seamless project execution.
- Managed site documentation, including RFIs, progress reports, snagging (punch lists), and handover documentation, supporting smooth commissioning and final handovers.
- Conducted site visits to validate design implementation, guide junior staff, and provide technical support to ensure high standards of workmanship.

CONSTRUCTION MANAGER – FIT-OUT & RETAIL PROJECTS (USA) – ARRAK CONSULTING – 06/10/2025 – 17/01/2026 – KARACHI

Business or Sector: Other service activities | **Department:** Construction

- Managed full lifecycle delivery of multi-location retail construction and fast-track fit-out projects, applying PMP methodologies to control scope, cost, schedule, risk, and quality for on-time, within-budget delivery.
- Coordinated with design, procurement, operations, and suppliers to ensure accurate execution of layouts and adherence to brand standards.
- Supervised contractors and on-site teams, enforcing safety, quality, and compliance standards, and reviewing Work Inspection Requests (WIR) / Inspection Requests (IR) for critical activities.
- Oversaw permitting, inspections, site readiness, and final handovers to ensure smooth store openings.

- Developed project schedules, budgets, and dashboards to track progress, performance, and alignment with Bill of Quantities (BOQ) and Schedule of Rates (SOR).
- Conducted risk assessments and implemented mitigation strategies to prevent delays, cost overruns, and scope creep.
- Led value engineering initiatives to optimize materials, improve efficiency, and reduce costs without compromising quality.
- Mentored junior staff and facilitated cross-functional collaboration between design, procurement, and construction teams.

ARCHITECT – NATIONAL ENGINEERING SERVICES PAKISTAN (NESPAK) – 05/06/2023 – 05/09/2025 – KARACHI, PAKISTAN

Business or Sector: Construction | **Department:** Architecture & Planning Division Karachi |

Website: <https://www.nespak.com.pk/>

- Assisted senior architects in developing conceptual and detailed designs, ensuring all work aligned with Issued for Construction (IFC) drawings.
- Prepared 2D and 3D presentations, visualizations, and client renderings to communicate design ideas effectively.
- Conducted site visits to monitor design implementation, review progress, and ensure alignment with project specifications.
- Coordinated with multidisciplinary teams to integrate architectural, structural, and MEP solutions.
- Reviewed technical documentation and drawings for compliance with building codes, quality standards, and QA/QC procedures.
- Prepared Work Inspection Requests (WIR) / Inspection Requests (IR) for design-related site activities to ensure proper execution.
- Supported project scheduling, budgeting, and resource planning in line with Bill of Quantities (BOQ) and Schedule of Rates (SOR).
- Contributed to value engineering initiatives to optimize cost, efficiency, and constructability.
- Prepared material specifications and submittals, including Material Inspection Requests (MIR) / Material Approval Requests (MAR).

SITE ARCHITECT – NAJMI BILGRAMI COLLABORATIVE PVT LIMITED, – 01/10/2022 – 17/06/2023 – KARACHI, PAKISTAN

Business or Sector: Construction | **Website:** <http://najmibilgrami.com/>

- Supervised on-site architectural and interior works, ensuring construction matched IFC drawings and project specifications.
- Conducted inspections and raised Work Inspection Requests (WIR) / Inspection Requests (IR) to maintain quality and workmanship.
- Coordinated with contractors, consultants, and engineers to resolve technical and design issues, submitting Requests for Information (RFI) when required.
- Monitored site progress, safety compliance, and regulatory requirements, including Permit to Work (PTW) procedures.
- Verified materials and workmanship before installation to prevent quality issues.
- Managed site documentation, including Non-Conformance Reports (NCR), Variation Orders (VO), and progress reports, ensuring corrective actions were implemented.
- Oversaw snagging (punch lists), Testing & Commissioning (T&C), and final handovers to guarantee operational readiness.
- Liaised with clients and consultants to provide updates, clarify concerns, and support approvals.

ARCHITECT / INTERIOR DESIGNER – BLACK & BROWN BAKERS – 01/09/2020 – 30/06/2022 – HYDERABAD / KARACHI, PAKISTAN

Business or Sector: Accommodation and food service activities | **Department:** Expansion Department

- Developed interior design concepts, layouts, and detailed drawings for retail and F&B outlets.
- Selected and specified materials, finishes, furniture, fixtures, and signage according to brand guidelines and project standards.
- Conducted site inspections and supervised fit-out works, ensuring adherence to design intent, quality standards, and schedules.

- Coordinated with architects, engineers, and contractors to resolve fit-out challenges efficiently.
- Managed procurement, budgets, and Bill of Quantities (BOQ) for smooth financial execution.
- Prepared and submitted Material Inspection Requests (MIR) / Material Approval Requests (MAR) for client and consultant approval.
- Oversaw project handovers, including snagging (punch lists) and Testing & Commissioning (T&C), ensuring design, safety, and quality requirements were met.
- Maintained clear communication with clients and contractors to address concerns and ensure smooth project delivery.

● EDUCATION AND TRAINING

22/02/2025 Newtown Square, United States

PROJECT MANAGEMENT PROFESSIONAL (PMP®) Project Management Institute

Website <https://www.pmi.org/>

01/01/2015 – 31/12/2019 Jamshoro, Pakistan

BACHELOR OF ARCHITECTURE Mehran University of Engineering and Technology

Website <https://www.muett.edu.pk/>

● LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
SINDHI	B2	A2	B2	B2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● SKILLS

architectural design | project management | AutoCad 2D -3D | Google Sketchup pro (3D Modelling) | Vray for Sketchup | communication | Oracle Aconex | Autodesk Revit architecture | Primavera P6 (Beginner) | Adobe Photoshop (basic elements) | MS Office (MS Word, MS Powerpoint, MS Excel, MS)