

# ABDUL QADIR RAZA KHAN

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## PROFILE DESCRIPTION

"I am a sincere, loyal and dedicated individual who has a great deal of ambition. Although I have extensive experience in the designing industry, I love to learn and am always up to the challenge. I get along well with others, while also working efficiently on my own. I am seeking a position where I can develop and excel while giving my best to an employer."

## HIGHLIGHTS

- Interior Designer with 10 years of progressive experience in interior designing
- Known for providing effective design support to team members
- Well-versed in application of basic elements and principle of designing
- Track record of developing space planning concepts and program documentation

## WORK EXPERIENCE

### **Stellar Home (Bespoke Furniture Store)**

*In-House Designer & Manager-in-Charge*

*February 2011 - Till Date*

- In-House Design Consultant
- Interpreting and representing client ideas by producing sketches, images and worked up samples
- Develop 2D/3D CAD product files for developing
- Planning the space and layout of projects
- Delivering design projects under strict deadlines and within client's budget
- Providing customers with detailed furniture specifications and layout schemes
- Site visits to customer's home to offer advice and guidance
- Manager-in-Charge
- Initiate contact with clients and explain what the company can offer them
- Leading projects and overseeing other members of staff
- Extensive experience in sourcing, specification and procurement of raw materials
- Approving quotations and Finalising vendors
- Providing after case for customers
- Visual Merchandising for the store
- Sales Advisor

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## **Charpoy (Formerly Nteriors)**

January 2007 - January 2011

### *Interior Designer*

- Worked as the lead designer for 4 years
- Successfully completed more than 50 projects within deadline

#### Major Responsibilities

- Responsible for all interior designing and drawing for the company
  - Meeting new & existing clients, determine their preferences and develop a budgeted work plan
  - Fabricate few Auto CAD supported rough sketches for each project and present the same for client approval
  - Purchase required materials and hired required personnel based on project
  - Collaborate with architects and contractors during construction regarding special consideration based on the approved plan
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- Other Responsibilities
  - Co-ordinating and monitoring the work of both contractors and suppliers
  - Carryout all project related documentation and maintaining a project file
  - Trained a team of interior interns for project management activities
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## **Design Studio**

November 2006-December 2006

### *Designer (Trainee)*

- Preparing drawings in Auto CAD
  - Site visit and reporting to the management
  - Preparing reports and filing it everyday
  - Providing drawing support to senior interior designer
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## **Freelance**

### *Interior Design Consultant*

- 40 high-end residential projects
- 95 layouts for offices and retail store in Auto CAD
- Confectionery Shops
- Layout and space planning for various garment showrooms
- Food chain outlets
- Few retail stores (Furniture, Ethnic wear and Bridal wear etc)
- Banquets

## EDUCATION

### **University of Calcutta, Kolkata**

#### *Bachelor of Arts 2007*

- 3 years Bachelor of Arts Degree (B.A) in Sociology, History & Political Science from the University of Calcutta
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### **INIFD, Kolkata**

#### *Diploma in Interior Design*

- Two year diploma in Interior Design from INIFD, Kolkata in 2004-2006

## TOOLS

- Auto CAD
- 3ds Max (Intermediate)
- Revit (Archi)
- Sketch Up (Basic)
- 3d Home Architect
- MS Office
- Sweet Home 3d
- Auto Desk Homestyler

## KEYSKILLS&COMPETENCIES

- Excellent communication, negotiation and presentation skills
  - The ability to work on multiple projects simultaneously and efficiently
  - Excellent Organizational skills
  - Capable of running with a project from initial concept to completion
  - Managed and supervised team
  - Able to multi task
  - Attended a 15-day workshop in VASTU in 2006 (INIFD)
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