

ISSAM MOHD. OMAR KASSABALLI



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OBJECTIVE

To obtain a responsible and challenging position with a progressive company where my work experience will have valuable application and utilization of my opportunity for advancement

Project Control/Execution

- Responsible for day-to-day site work
- Follow up with site engineers of Contractor and/or subcontractor to ensure that work is being carried out as per design drawings, specifications & meeting planned dates in schedule
- Interact with Project Manager for clarification in design/ RFI etc.
- Daily reporting about progress, noncompliance, delay in work to the Project Manager
- Conducting regular job site inspections
- Assist in necessary project documentation
- Accurately inventorying the jobsite and ensuring that the supplies are properly maintained
- Coordination for verification of extra claims raised by the contractor

Quality

- Ensure construction QA/QC processes are being implemented by the contractor & subcontractors
- Report any non-conforming work
- Identify and report technical queries to field engineering

EXPERIENCE

Management assistant & HR. in charge.
JORI GALLERY HYPERMARKET.
2021 TO 2023

Draftsman & Site Supervising / Purchasing in Charge**AL HUDA ENGINEERING**

2017 to Nov. 2021

As a Draftsman,

- Create and modify solid models and detailed drawings from sketches, models, layouts or notes provided by design/engineering.
- Assist in the review and recording of shop drawings
- Checked drawings for conformity and accuracy
- Make adjustments and changes to a variety of detailed drawings as necessary
- Prepared bill of materials and parts list

As a site supervisor,

- Follow up site circulation ensuring that all designs are executed as per shop drawings.
- In case of any mistakes and miss understanding, guide the workers on how to proceed correctly.
- Prepare a daily report for project manager and take the lead from him.

Draftsman & Site Supervising / Purchasing in Charge**ABU ISSA HOLDING**

2017 to Nov. 2021

As a Draftsman,

- Create and modify solid models and detailed drawings from sketches, models, layouts or notes provided by design/engineering.
- Assist in the review and recording of shop drawings
- Checked drawings for conformity and accuracy
- Make adjustments and changes to a variety of detailed drawings as necessary
- Prepared bill of materials and parts list

As a site supervisor,

- Follow up site circulation ensuring that all designs are executed as per shop drawings.
- In case of any mistakes and miss understanding, guide the workers on how to proceed correctly.
- Prepare a daily report for project manager and take the lead from him.

As a purchasing in charge

- Providing All type of wood, Ironmongery, and accessories.
- Communicate with different Paint suppliers to get best quality with the best prices, as well as Steel, Stainless steel and Glass.
- Providing electrical items and Electro plating supplies.

Draftsman & Site Supervising**DEPARTMENT INTERIOR DESIGN**

2015 to 2017

- Create and modify solid models and detailed drawings from sketches, models, layouts or notes provided by design/engineering.
- Assist in the review and recording of shop drawings
- Checked drawings for conformity and accuracy
- Make adjustments and changes to a variety of detailed drawings as necessary
- Prepared bill of materials and parts list
- Follow up site progress with the subcontractors
- Make sure that subcontractors are arranging together to avoid any clashes in the design.
- Prepare daily report and send emails.

Draftsman (secondary position)

Heritage Furniture and Interior

2007 to 2015

- Produce client drawings from design information, per specifications, and in accordance with good industry practice
- Create and modify solid models and detailed drawings from sketches, models, layouts or notes provided by design/engineering.
- Assist in the review and recording of shop drawings
- Obtain all necessary approvals and reviews of project design data
- Checked drawings for conformity and accuracy
- Make adjustments and changes to a variety of detailed drawings as necessary
- Prepared bill of materials and parts list
- Follow up site progress with the subcontractors
- Make sure that subcontractors are arranging together to avoid any clashes in the design.
- Prepare daily report and send emails.

CORE COMPETENCIES

- Skilled at adopting modern technologies
- In depth technical knowledge regarding construction design
- Excellent management skills and remarkable ability to contribute towards team performance
- Ability to work in a fast-paced environment
- Excellent communication & leadership skills

EDUCATION

- Technical High School Graduate
- General High School Graduate

COMPUTER SKILLS

- AutoCAD, MS Excel, MS Word, Internet Browsing

LANGUAGE SKILLS

- Fluent in Arabic and English

PERSONAL PROFILE

- Status: married
- Nationality: Syrian / Damascus
- Date of Birth: 7. OCT. 1982