

# ISHRAT JAMAL KHAN

## CONTACT

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Doha, Qatar

## PROFILE SUMMARY

Highly skilled and detail-oriented Foreman cum Draughtsman with over 11 years of experience in managing carpentry and Fitout projects, supervising teams, and ensuring high-quality craftsmanship. Proficient in interpreting blueprints, scheduling work, and coordinating with contractors and clients to meet project timelines and budgets. Strong leadership skills with a focus on safety, efficiency, and maintaining a positive work environment.

## EDUCATION

2009 - 2010

SABOO SIDDIQUE POLYTECHNIC -  
MUMBAI

- Diploma Architecture  
Draughtman

2008 - 2009

SABOO SIDDIQUE POLYTECHNIC -  
MUMBAI

- Diploma Interior Designing

2006

J.G.I.C INTER COLLEGE - SANT  
KABIR NAGAR

- H.S.C Passed with 52%

2000

S.K.P INTER COLLEGE - BASTI

- S.S.C Passed with 52%

## WORK EXPERIENCE

**Bravo Design - Workshop -  
Qatar**

Feb 2024 - Present

Carpentry Forman - Production Incharge

**Al Fanar Company - Saudi  
Arabia**

Dec 2012- Jan 2020

Chargehand - Carpentry

**ELM Design Pvt Ltd - India**

Nov 2011 - Nov 2012

Interior Draughtman

**BSR Architect Interior Associate-  
India**

June 2008 - Oct 2011

Interior Draughtman

**Sandeep Furniture Interior  
Decoration- India**

Sep 2002 - Dec 2007

Site Supervisor

## SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## JOB RESPONSIBILITIES

- Create detailed technical drawings and layouts for interior design projects using software like AutoCAD.
- Ensure drawings comply with design standards, client specifications, and building regulations.
- Liaise with production teams to ensure that designs and drawings are interpreted accurately during execution.

LANGUAGES

- English: Fluent
- Hindi: Native
- Urdu: Fluent
- Arabic: Basics

JOB RESPONSIBILITIES

- Provide clear technical guidance and resolve any design-related queries during production or installation.
- Coordinate with vendors and fabricators to ensure timely procurement and production of custom-made furniture or fixtures.
- Maintain an inventory of required materials and ensure their availability for production tasks.
- Collaborate with procurement teams to source materials and negotiate with suppliers.
- Maintain an organized archive of all drawings, revisions, and related documents.
- Prepare and submit progress reports on production and site execution.
- Keep records of material usage and wastage for analysis and reporting.

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief.

ISHRAT JAMAL