|  |
| --- |
| **Atta Ur Rehman**  82 Coventry Road, iilford, London  +447546505681  [Attaurrehman2601@gmail.com](mailto:Attaurrehman2601@gmail.com) |

**B.Sc. In Architecture |** University of Engineering & Technology, Pakistan**,** 2012-2017

**MSc Project Management** | University of Northampton, Northampton, 2021-2023

|  |  |  |
| --- | --- | --- |
|  | **Career Experience** |  |
|  |  |

**National Health Service, Northampton** *(September2021-Nov2022)* **Vaccination Centres**

**Assistant Project Manager**

Administered COVID-19 Administered COVID-19 vaccines to individuals in compliance with established vaccination protocols and guidelines.

Conducted thorough pre-vaccination screenings to ensure the safety and eligibility of recipients.

Educated patients on vaccine benefits, potential side effects, and post-vaccination care.

Managed vaccination appointments, ensuring timely and efficient delivery of vaccines.

Accurately documented vaccine administration details, including doses administered, lot numbers, and adverse reactions, in electronic medical records.

Collaborated with multidisciplinary teams, including healthcare professionals and administrative staff, to maintain a smooth workflow and ensure patient safety.

Assisted in the setup and organization of vaccination stations, including maintaining vaccine supplies and equipment.

Responded to patient inquiries and concerns, providing clear and empathetic communication.

Actively participated in ongoing training and professional development to stay updated on vaccination protocols and emerging best practices.

Contributed to a positive and supportive work environment, fostering teamwork and collaboration. vaccines to individuals in compliance with established vaccination protocols and guidelines.

**MINC Corporate Consultants, Malaysia** *(Aug 2019 – April 2021)*

**Assistant Project Manager**

* Assisting and guiding Project Managers and New Business Leaders in creating realistic project plans within a strict planning cycle.
* Creating detailed project plans for milestones, resources, and capital expenditure management on Primavera P6.
* Providing support to Business Units in developing detailed plans for key business activities such as shutdowns and validation planning.
* Managing resource planning activities for all site projects, identifying and resolving issues at the department and individual levels.
* Collecting and analyzing data to generate metrics for on-site and off-site reporting.
* Updating project resources and tracking milestones to ensure accurate project reporting.
* Contributing to the development of standard processes within the planning role, aligned with the Global Project Management Standard.
* Coordinating project activities with consultants, contractors, and other stakeholders to create well-defined plans.
* Summarizing deliverables, progress, and resource management at the individual, department, and construction site levels for management review.
* Demonstrating expertise in conducting soil-bearing capacity tests, site analyses/surveys, and creating accurate architecture and construction drawings.
* Developing and implementing plans for industrial state beautification and upgradation, including amenities such as parks, green belts, roadside landscaping, road junction beautifications, bus bays, lane markings, and monuments.

**Urban Policy Unit, Pakistan (***Aug 2017 to July 2019)*

**Project Architect**

* Creating architecture and construction drawings, conducting site inspections, and engaging with clients and stakeholders.
* Identifying sites in multiple cities and districts for various projects, performing site assessments, surveys, and soil-bearing capacity tests.
* Selecting appropriate materials for landscaping and determining plant types based on climate zones.
* Developing landscaping designs and utilizing 3D models to visualize buildings and topographical elements in project regions.
* Contributing to projects aimed at improving urban services and facilitating city development.
* Implementing industrial state beautification and upgrading plans, including the installation of parks, green belts, roadside landscaping, road junction beautifications, bus bays, lane markings, and monuments.
* Managing the landscape designing process, creating designs, and collaborating with expert designers to meet tight timelines.
* Leading and overseeing landscape design projects, such as the Pakistan Air Force Gold Club building.
* Conducting site visits to gather information, interact with clients and stakeholders, and assess problematic areas for proper mitigation measures.
* Using 3D models to prepare landscaping designs and generate 3D images of structures and topographic features in project areas.

|  |  |  |
| --- | --- | --- |
|  | **Areas of Expertise** |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| * Leadership * Verbal communication * Research skills * Conflict management * Architecture And Planning | * Active listening * Strategic planning * Team Development & Leadership | * Site Analysis * Planning and Development * AutoCAD And Photoshop * Scheduling * Decision Maker |  |
|  | **Professional Development** |  |  |
|  |  |  |

Forced to be innovative, a short course conducted in Islamabad for urban planners produced good results

Architecture and Sustainable Development – Associated with the University of Engineering & Technology Peshawar

|  |  |  |
| --- | --- | --- |
|  | **Professional Affiliations** |  |
|  |  |

**Registered Member** – Pakistan Council of Architects and Town Planners

**Registered Member** – Institute of Architects, Pakistan (IAP)

|  |  |  |
| --- | --- | --- |
|  | **Certifications & Awards** |  |
|  |  |

-Won 2 National Level Quiz Competitions among 22 schools of architecture in Pakistan

-Redefine project success with a strategic approach

-Primavera p6  
-Health And Safety Management   
-Fire Warden

|  |  |  |
| --- | --- | --- |
|  | **Technical Proficiencies** |  |
|  |  |

Ms Office | Microsoft Project | Primavera P6| PhotoshopI

|  |  |  |
| --- | --- | --- |
|  | **Languages** |  |
|  |  |

**English** – Fluent | **Urdu** – Native | **Pashto** – Fluent| **Punjabi** – Fluent| **Hindi** – Fluent| **Arabic** – Basic