

M. METİN YELKOVAN

Architect | Project Manager

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Date of Birth: Feb 1, 1975

PROFILE

Architect / Project Manager with 20+ years experience from inception to completion all phases of real estate projects including as Contractor (8 years), Developer and Project Manager (14 years) in Russia, Turkey and Kazakhstan.

QUALIFICATIONS

Architect, Project Manager, Mini MBA, Construction Manager, Fit-out Manager, Contract/Commercial/PCS Manager.

SKILLS

- Capable in project and construction management as well as design, tender & contract management of Mixed-use, Commercial, Retail, Class A Office, Hotel and Residential buildings.
- Analytical verbal and written communication skills with the ability to build quick rapport with all level of employees.
- Knowledge of architectural design, codes, building materials, interior finishes.
- Proactive, diligent, hardworking and result-oriented to meet the deadlines.
- Proficient in CAD, Adobe Systems, MS Office and MS Project.

LANGUAGE

Turkish (Native) English (Advanced) Russian (Pre-advanced)

EDUCATION

Bachelor degree in Architecture, YTU (YILDIZ Technical University) Architectural Faculty, Istanbul, Turkey. 1993-1998.
High School - 60. Yil Anadolu Lisesi, Izmir, Turkey. 1986-1993.

CERTIFICATES

- Certificate of "Mini MBA" by TOBB ETÜ dated August 2020.
- Certificate of Completion "Stay Ahead in Construction Management" by LinkedIn Learning dated May 2020.
- Certificate on "Analytical Skills" dated January 2016.
- Certificate of "Russian Language, Russian History, Russian Constitution" dated June 2015.
- HSE Certificate by ENKA dated May 2006.
- "AUTOCAD" Certificate dated July 1996.

WORK EXPERIENCE

Company	MOTT MACDONALD
Position	Tenant Coordinator / Landlord's Tenant Fit-out Delivery Manager
Period	22.07.2019 – 10.04.2020
Project	ALDAR EURASIA - ABU DHABI PLAZA, Nur-Sultan (Astana), Kazakhstan <i>Mixed use development of 500.000 m², comprising 5 towers including 76 storeys Mid-Asia's tallest building with 2 storeys (50.000 m²) retail podium.</i>
Company	HILL INTERNATIONAL Project Management (PMC) / Istanbul, Turkey. Amsterdam, Netherlands.
Position	Architectural Works Manager Contracts/Commercial Manager Project Manager PCS Manager
Period	15.04.2016 – 19.07.2019
Projects	1) Emaar Square North Tower Address Hotel & Residences (10.12.2018 – 19.07.2019) QA&QC Site Supervision Consultancy Services: 52 storey 95.000 m ² Mix-use (Hotel, Serviced Apartments, Residences) 2) İstanbul Süleymaniye Urban Development Project Phase 4 (1.03.2018 – 10.12.2018) Development Consultancy and Project Management Services 3) Nike 365 Sport Center (Box Msk) Gorky Park, Moscow, Russia (20.06.2017 – 1.03.2018) Program and Project Management Services (Client: Nike EHQ, Amsterdam, Netherlands) 4) Yozgat Education and Research Hospital , (5.01.2017 – 22.05.2017) Quality Monitoring & Verification Services: 142.000 m ² first PPP City Hospital in Turkey. 5) İstanbul Süleymaniye Urban Development Project Phase 2 & 3 (15.04.2016 – 20.06.2017) Pre-construction Development Consultancy Services, Project ID and Master Plan Design: <i>Mix-use development of historical district / UNESCO Heritage Site on 102.000 m² land area & 200.000 m² construction area.</i>
Achievements	Prepared, finalized and maintained all services agreements and appendices for all consultancy services. Reported as Weekly Reports, Monthly Reports and Close-out Reports. Prepared Project Hand Book and Business to Business (B2B) Plan. Managed Tenders for Project Identification & Venue Management Consultant, Master Plan & Landscape Designer, Hotel Consultant, Retail Consultant (JLL), Infrastructure Consultant for Süleymaniye Project. Undertook inspections of civil & architectural finishing works. Identified works that are non-compliant (NCRs) with the agreement standards and specs.

Company **ADG GROUP (Real Estate Developer) /** Moscow, Russia.
 Position **Design Program Manager | Development Manager**
 Period 2.12.2014 – 12.03.2015
 Project **The Courtyard Multi-use Community Retail Centers, Moscow**
 Key Tasks - Development of concept design of reconstruction of 39 movie theaters with total 300.000 m² construction area.
 - Tracking on development brief documents for the brand new retail-driven mix-use community centers to meet or exceed Employer's design and quality requirements.
 Achievements Initial data (area split - tenant mix for 39 buildings) for designers,
 39 merchandising concept schemes as per the tenant mix and retail use,
 10 concept master plans,
 Site assessments for 4 projects for design workshops,
 Technical tasks for the architects including scope of works and deliverables.

Company **HILL INTERNATIONAL & DTZ IMS Project Management (PMC) /** Moscow, Russia.
 Position **Commercial Director | Head of Project Management Department**
 Period 7.02.2014 – 1.12.2014
 Key Tasks - Business Development in Russia & CIS. Country representative for DTZ IMS Russia.
 - Tender Management.
 - Consultancy on project management and office fit-out for DTZ's Global Clients (AMD, Hasbro).
 Achievements Prepared technical and fee proposals for PM tenders in Projects for the Clients: Immochan, Auchan, Capital Partners, Carlson Rezidor Hotel Group/Radisson Blu, Costa Development.
 Site inspection of civil & architectural works in **Rixos Myria Hotel, Yalta**.
 Participated in real estate exhibitions: MIPIM in March 2014 and REX in April 2014.

Company **AIG/LINCOLN – WHITE STAR REAL ESTATE (Real Estate Developer) /** Moscow, Russia.
 Position **Senior Fit-out Manager | Senior Tenant Coordinator**
 Period 29.06.2009 – 31.12.2013 (4 yrs 6 mos)
 Projects **1) White Square Office Center, Moscow**
Class A office center is part of White District project, consists of three buildings; two with 15 storey and one with 6 storey – total 76.000 m² net rentable office area and 3.500 m² net rentable retail area.
2) White Gardens Office Center, Moscow
Class A office center is part of White District project, consists of two buildings; one with 16 storey and one with 12 storey, total 60.000 m² net rentable office area and 3.000 m² net rentable retail area.
 Key Tasks - Working with development director, leasing director, property manager, construction director, architects and MEP engineers as center point of the Landlord; to make sure that the Landlord's obligations delineated in the lease agreements are adhered to and proper drawings, scheduling and responsiveness is initiated by Tenants' contractors.
 - Management of Tenants' fit-out works and alterations; ensuring that all Tenant works conforms with the lease agreement requirements through the entire process of design, fit-out occupancy.
 - Day-to-day check to ensure construction works meet the standards within Class A office quality, quantity, time frame and cost estimate.
 - Review of test-fit layouts, architectural concept design, design for construction, as-built design including but not limited to; acts of hidden works, act of connections, operating manuals, tests & certificates, exhibits of lease agreement, valuations, change orders (COR), variation request (VR), variation instruction (VI), material approval form (MAF), request for clarification (RFC), CPM Schedule, contract schedule, outstanding works & omissions etc.
 - Leading Client meetings, Design & Project construction progress meetings.
 Achievements All fit-out design & construction works of total 106.000 m² leased area were successfully accomplished from lease agreement to handover & commissioning together with following firms:
Office Tenants: PricewaterhouseCoopers, Deloitte & Touche, Mc Kinsey, JP Morgan, CBRE, BNP Paribas, Microsoft Technology Center, Swedbank, Telecominvest, Coalmetbank, Xenon Capital, K&L Gates, CHTPZ, Cherkizovo, Norton Rose, Tieto, Itella, Baker and Mc Kenzie, BVCP, Dentons/Salans, Avito.
Retail Tenants: Starbucks, Coffemania, Torro Grill Restaurant, Le Pain Quotidien, L'Occitane, HSBC, Sberbank, Barclays Bank, Hudson Bar, Boston Restaurant, Cheapside, Ded Pikhto, Paul Bakery, Chaika Clinic.
Designers: APA Wojciechowski, Mola, ABD Architects, UNK Project, BDG Workfutures, Estrin, Tp Bennett, Concept, Aukett Fitzroy Robinson, AECOM, Pavel Polikarpov, DME, KMT.
Project Managers & Consultants: Mott MacDonald, AECOM, WSP, Sunbury Heights, Buro Happold, Metropolitan, JLL, Cushman & Wakefield, CBRE, Knight Frank.
Contractors: ENKA, Ant Yapı, Gint-M, Altaca, ISG Olson, Mercury, Büro, Officescape, Atitoka, Fudes.
 Managed procurement, time and budget schedule, design, construction and maintaining of the marketing suite and mock-up units.
 Compiled shell & core and fit-out defect lists and managed rectification process.

Company **DREES & SOMMER Project Management (PMC)** / Moscow, Russia.
 Position **Deputy Project Leader | Project Manager**
 Period 10.07.2008 – 25.02.2009
 Project **Freestyle Park by MT Development (MTD), Moscow**
320.000 m² indoor ski and snowboard resort, multi-use theme park complex with hotel, apartments, aqua park, museum, shopping mall.

Key Tasks

- Design management and coordination among British and Russian designers.
- Adopting international standards according to Russian code and norms.
- Contract & Procurement management for General Contractor selection at initial stage and for General Planner selection during project re-setup.
- Leading pre-tender and post-tender meetings and interviews.

Achievements

Prepared longlists and shortlists for General Planner and General Contractor Tenders.
 Chaired all weekly design progress meetings and tender meetings.
 Prepared and submitted evaluation reports of each Tender to Client.

Company **MEGARON Construction (General Contractor)** / Moscow, Russia.
 Position **Senior Project Manager | Construction Manager**
 Period 2.10.2006 – 25.05.2008
 Projects **Inditex Group shops (Zara, Massimo Dutti, Bershka, Pull & Bear, Stradivarius, Zara Home, Oysho), Jack Jones, Vero Moda, Seppala.**

Key Tasks

- Site management and coordination of execution of shop fit-out construction works including architectural, civil, electrical & mechanical works and furniture installations.
- Liaising with design architect, drafting architectural details as required for execution of works.
- Coordination of sub-contractors' works for construction, supervision and contractual requirements.
- Communicating with Landlord's tenant coordinator and facility management technical team.

Achievements

Delivered 15 shops at total 14.000 m² fit-out construction area in 6 shopping malls.

Company **ENKA Construction (General Contractor)** / Moscow, Russia.
 Position **Architectural Works Site Manager | Site Architect**
 Period 21.12.2001 – 1.10.2006 (4 yrs 10 mos)
 Projects

- 1) Ramstore Kapitoly Vernadskovo Shopping Mall / Moscow**
133.000 m² hypermarket, shopping mall, cinema and office center complex.
- 2) Swissotel Krasnye Holmy / Moscow**
35.000 m², 35 storey high-rise five star hotel with 235 guest rooms and suites with one presidential suite, three bars & restaurants, meeting and conference rooms, health club with spa and indoor swimming pool.
- 3) IKEA Mega Shopping Mall in Khimki / Moscow**
186.000 m² Retail commercial center and 32.000 m² carpark.
- 4) International Music House of Moscow / Moscow**
48.000 m² performing arts center, one of the largest concert halls in the world with 1800 seats Grand Philharmonic Concert Hall, 575 seats Chamber Music Concert Hall, 532 seats multifunctional theatre hall, several rehearsal halls of various sizes, audio-visual recording studios and a two storey underground carpark.

Key Tasks

- Site supervision of architectural finishing works.
- Preparing, daily, weekly, monthly site reports and reporting to architectural works group manager and/or project manager.
- Preparing man-hour tables, efficiency comparisons with the outcomes from on-site productions.
- Quantity survey of architectural drawings and quality & quantity check of works on site.
- Valuation of the sub-contractors in terms of man-hour, procurement, productivity, work schedule.
- Liaising with design architect on architectural details and required modifications.
- Preparing method statements and reviewing on method statements of sub-contractors.

Company **SOYAK International Construction (General Contractor)** / Istanbul, Turkey.
 Position **Architect (Design & Logistics)**
 Period 18.03.1998 – 11.10.1999
 Projects

- 1) Kino October Cinema, Moscow**
- 2) Nestle Plant, Samara**
- 3) Pepsi Cola Plant, Moscow**

Key Tasks

- Preparing bidding booklets for General Contractor (GC) tenders.
- Quantity survey of architectural drawings for BOQ input in GC tender proposals.
- Procurement of materials and shipment from Europe and Turkey to Russia.
- Preparing shipment schedules, invoices and packing lists, tracking import & export flow.
- Producing shop drawings for construction sites.
- Document and communication management.
