	LIST OF EMPLOYEES	Effective Date:13 June 2026	
		Document Code: IMS-RM-F07	
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S #	Name of the Employee	Designation	Nationality
1	MUAZ GHANEM	OPERATIONS MANAGER	SYRIAN
2	MUHAMMAD ALI	MEP MANAGER	INDIAN
3	FERAS HUSSAIN	PRO	SYRIAN
4	SAAD ALI RAZA	HR	PAKISTAN
5	MOHAMMAD SHARIF HASANABBA	ACCOUNTS	INDIAN
6	MOHAMMAD YOUSOF	PURCHASER	PAKISTAN
7	AUDREY MAE RECEL	ADMIN	FILIPINO
8	NINA NAVARRO	RECEPTION	FILIPINO
9	FATHIMA	ESTIMATION ENGR	FILIPINO
10	APPLE JEAN	ESTIMATION ENGR	FILIPINO
11	GULAM ARSHAD	DRAFTMAN	INDIAN
12	JASEENA SHAMS	ESTIMATION ENGR	INDIAN
13	KARTHEEK REDDY KATTA	PROJECT MANAGER	INDIAN
14	AHMED MOUSTAFA MOHAMED GABR	PROJECT MANAGER	EGYPT
15	FATHI AYASH	PROJECT MANAGER	SYRIAN
16	MUHAMMAD BIN KHALID	PROJECT ENGR	SYRIAN

	JOB DESCRIPTION	Effective Date: 13 June 2026	
		Document Code: IMS-RM-F03	
		Rev. #.00	Ref #:

JOB TITLE	PROJECT MANAGER
DEPARTMENT	ON SITE
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for planning, executing, and finalizing engineering and construction projects within budget and time constraints. This role combines technical engineering knowledge with project management expertise.

KEY RESPONSIBILITIES

DIRECTS OVERALL IMPLEMENTING OF QA/QC

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	AHMED ALKHATIB	MEP MANAGER
Signature		
Date	25/06/2026	

	JOB DESCRIPTION	Effective Date: 13 June 2026
		Document Code: IMS-RM-F03
		Rev. #.00 / Ref #:

JOB TITLE	ESTIMATION ENGR
DEPARTMENT	MANAGEMENT
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for calculating the costs of construction or engineering projects based on technical drawings, materials, labor, and timelines. This role is critical in bidding, budgeting, and project planning.

KEY RESPONSIBILITIES

Role in the pre-construction and bidding phase of a project. Their main task is to provide accurate cost projections to ensure competitive and profitable pricing.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	APPLE JEAN	MEP MANAGER
Signature		
Date	25/06/2026	

	JOB DESCRIPTION	Effective Date: 13 June 2026	
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JOB TITLE	ADMIN
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	GENERAL MANAGER

QUALIFICATION

Experience in office administration. Good organizational, communication, and multitasking skills are essential. Proficiency in MS Office is required.

KEY RESPONSIBILITIES

- Manage office supplies and equipment
- Organize and maintain files and records
- Handle incoming calls, emails, and correspondence
- Schedule meetings and appointments
- Assist with travel arrangements and logistics
- Support other departments with administrative tasks
- Ensure the office environment is clean and orderly
- Prepare reports, presentations, and documents as needed

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	AUDREY MAE RECEL	AHMED GHANEM
Signature		
Date	25 – JUNE - 2026	

	JOB DESCRIPTION	Effective Date: 13 June 2026	
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JOB TITLE	PRO
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	GENERAL MANAGER

QUALIFICATION

Experience in handling media relations, public communication, and government liaison. Strong communication skills in English (and Arabic, if applicable), excellent writing abilities, and knowledge of local laws and procedures are essential for success in this role.

KEY RESPONSIBILITIES

- Handle visa and work permit applications for employees
- Communicate with government offices and follow their rules
- Prepare and submit official papers for the company
- Help employees with visa renewals and cancellations
- Keep track of laws and regulations that affect the company
- Represent the company at government offices when needed
- Make sure all documents are done on time to avoid problems
- Support HR with legal and government-related tasks

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	FERAS HUSSAIN	AHMED GHANEM
Signature		
Date	25 – JUNE - 2026	

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JOB TITLE	DRAFTMAN
DEPARTMENT	MANAGEMENT
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for creating detailed technical drawings and plans for engineering, construction, or manufacturing projects. This role requires both formal training and technical expertise in CAD (Computer-Aided Design) software.

KEY RESPONSIBILITIES

Prepares technical drawings and plans used in construction, manufacturing, or engineering.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	GULAM ARSHAD	MEP MANAGER
Signature		
Date	25/06/2026	

	JOB DESCRIPTION	Effective Date: 13 June 2026
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JOB TITLE	ESTIMATION ENGR
DEPARTMENT	MANAGEMENT
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for calculating the costs of construction or engineering projects based on technical drawings, materials, labor, and timelines. This role is critical in bidding, budgeting, and project planning.

KEY RESPONSIBILITIES

Role in the pre-construction and bidding phase of a project. Their main task is to provide accurate cost projections to ensure competitive and profitable pricing.

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	JASEENA SHAMS	MEP MANAGER
Signature		
Date	25/06/2026	

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JOB TITLE	PROJECT MANAGER
DEPARTMENT	ON SITE
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for planning, executing, and finalizing engineering and construction projects within budget and time constraints. This role combines technical engineering knowledge with project management expertise.

KEY RESPONSIBILITIES

DIRECTS OVERALL IMPLEMENTING OF QA/QC

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	KARTHEEK REDDY KATTA	MEP MANAGER
Signature		
Date	25/06/2026	

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JOB TITLE	ACCOUNTS
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	GENERAL MANAGER

QUALIFICATION

Experience in managing financial records, preparing reports, and handling accounts payable and receivable. Strong attention to detail, proficiency in accounting software, and good communication skills are required.

KEY RESPONSIBILITIES

- Record and maintain financial transactions accurately
- Prepare invoices, bills, and payment vouchers
- Manage accounts payable and receivable
- Reconcile bank statements and ledgers
- Assist in preparing financial reports and statements
- Ensure compliance with accounting standards and company policies
- Support payroll processing and tax filings
- Coordinate with auditors during audits

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	MOHAMMAD SHARIF HASANABBA	AHMED GHANEM
Signature		
Date	25 – JUNE - 2026	

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JOB TITLE	PURCHASER
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	GENERAL MANAGER

QUALIFICATION

Strong negotiation, communication, and organizational skills are essential.

KEY RESPONSIBILITIES

- Identify and evaluate potential suppliers
- Request and compare price quotes to get the best deals
- Prepare and issue purchase orders accurately
- Monitor delivery schedules to ensure timely receipt of goods
- Maintain strong relationships with vendors and suppliers
- Negotiate terms, prices, and contracts with suppliers
- Track inventory levels and coordinate with other departments
- Ensure all purchases comply with company policies and standards
- Resolve any issues with orders, deliveries, or payments

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	MOHAMMAD YOUSOF	AHMED GHANEM
Signature		
Date	25 – JUNE - 2026	

	JOB DESCRIPTION	Effective Date: 13 June 2025	
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JOB TITLE	OPERATIONS MANAGER
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	GENERAL MANAGER

QUALIFICATION

Strong leadership, communication, and problem-solving skills are essential, along with the ability to manage daily operations, teams, and budgets effectively.

KEY RESPONSIBILITIES

OVERALL QA/AC

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	MUAZ GHANEM	AHMED GHANEM
Signature		
Date	25 – JUNE - 2025	

	JOB DESCRIPTION	Effective Date: 13 June 2025
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JOB TITLE	MEP MANAGER
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	GENERAL MANAGER

QUALIFICATION

They must have strong knowledge of MEP systems design and execution, excellent leadership and coordination skills, and experience managing contractors, budgets, and project timelines. Proficiency in AutoCAD, Revit, and relevant MEP software is essential, along with a solid understanding of safety and compliance standards.

KEY RESPONSIBILITIES

DIRECTS OVERALL IMPLEMENTING OF QA/QC

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	MUHAMMAD ALI	AHMED GHANEM
Signature		
Date	25 – JUNE - 2025	

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JOB TITLE	HR
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	OPERATIONS MANAGER

QUALIFICATION

Experience in HR functions such as recruitment, employee relations, and payroll. Strong communication, organizational, and problem-solving skills are essential.

KEY RESPONSIBILITIES

- Recruit, interview, and hire new employees
- Manage employee records and attendance
- Handle payroll and benefits administration
- Support employee training and development
- Address employee questions and concerns
- Ensure company policies are followed
- Assist with performance reviews and feedback
- Help create a positive work environment

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	SAAD ALI RAZA	MUAZ GHANEM
Signature		
Date	25 – JUNE - 2025	

	JOB DESCRIPTION	Effective Date: 13 June 2025	
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JOB TITLE	PROJECT MANAGER
DEPARTMENT	ON SITE
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for planning, executing, and finalizing engineering and construction projects within budget and time constraints. This role combines technical engineering knowledge with project management expertise.

KEY RESPONSIBILITIES

DIRECTS OVERALL IMPLEMENTING OF QA/QC

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	AHMED MOUSTAFA MOHAMED GABR	MEP MANAGER
Signature		
Date	25/06/2025	

	JOB DESCRIPTION	Effective Date: 13 June 2025	
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JOB TITLE	ESTIMATION ENGINEER
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	MEP MANAGER

QUALIFICATION

Strong analytical skills, attention to detail, and proficiency in estimation software are essential.

KEY RESPONSIBILITIES

- Review project plans and specifications to understand requirements
- Calculate costs of materials, labor, and equipment needed for projects
- Prepare detailed and accurate cost estimates and budgets
- Work with suppliers and subcontractors to get price quotes
- Assist in preparing bids and proposals for new projects
- Maintain records of estimates and update databases regularly
- Coordinate with project teams to ensure estimates align with project goals
- Monitor and control project costs throughout the project lifecycle

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	FATHIMA	MUHAMMAD ALI
Signature		
Date	25 – JUNE - 2026	

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JOB TITLE	PROJECT ENGR
DEPARTMENT	ON SITE
REPORTS TO	MEP MANAGER

QUALIFICATION

Responsible for supervising construction sites, ensuring that technical specifications and safety standards are met.

KEY RESPONSIBILITIES

RESPONSIBLE FOR ELECTRICAL SERVICES

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	MUHAMMAD BIN KHALID	MEP MANAGER
Signature		
Date	25/06/2025	

	JOB DESCRIPTION	Effective Date: 13 June 2025	
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JOB TITLE	RECEPTION
DEPARTMENT	OFFICE MANAGEMENT
REPORTS TO	OPERATIONS MANAGER

QUALIFICATION

The candidate must have good communication and interpersonal skills, basic computer knowledge, and a friendly, professional attitude to effectively greet visitors and handle phone calls.

KEY RESPONSIBILITIES

- Greet and welcome visitors warmly
- Answer, screen, and direct phone calls
- Manage the reception area to keep it clean and organized
- Handle incoming and outgoing mail and deliveries
- Schedule appointments and manage calendars
- Provide basic information and assist visitors as needed
- Maintain visitor logs and security protocols
- Coordinate with other departments for smooth office operations

ACKNOWLEDGEMENT		
	Employee	Reporting Head
Name	NINA NAVARRO	MUAZ GHANEM
Signature		
Date	25 – JUNE - 2026	