



ATTN: The Administration / H.R. Manager
Dear Sir / Madam,

Application for the post of CAD Draftsman

I am writing to apply for the post of Auto CAD Draftsman

I am taking this opportunity of addressing this letter to you since I am seeking a position for a CAD Draftsman with a reputable company / organization. My career exhibits a record of achievements and significant contributions, which are detailed in the resume enclosed herewith.

I believe that I have the right qualification and I am confident that my **Six years (5 years in Middle East)** experience would be very useful and essential to make a role in any Companies. I would be delighted to meet to explore this opportunity further at your convenience.

Thanking you for your time and consideration.

Yours faithfully,

Abdul Rahman Hanifa

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AUTO CAD DRAFTSMAN

5 YEARS EXPERIENCE OF GULF

Name : Abdul Rahman Hanifa
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Mail : abdul.tag@gmail.com
D Lcns : Qatar & Sri Lanka
D of B : 10th Dec 1987
C.Sta : Married
Lang : English, Tamil & Malayalam

OBJECTIVE

Seeking a challenging position in contracting organization as a Draftsman, I would like to utilize the experience which I obtained for the last Six years (Five years in Gulf). It is a great pleasure & opportunity for me to extend my knowledge and provide my services to any organization which is seeking professionalism in the construction industry.

Working Experiences in Gulf:

Period 01 : From 2016 January to September (Full Time)
Position : Senior Designer
Company : Brook & Ripples LLC – Dubai – UAE

JUMEIRAH GOLF ESTATE – SIENNA LAKES – DUBAI

CLIENT : TULIP BUSINESS DEVELOPERS
CONSULTANT : JRHP
MAIN CONTRACTOR : AL NABOODAH / HENESSEY LLC
CONSTRUCTIONS : 6 NO'S WATER FEATURE & 6 NO'S PUMP ROOM

ROOF TOP SWIMMING POOL & KIDS POOL – DUBAI

CLIENT : AQUA PROPERTIES
CONSULTANT : HAO ARCHITECT / MODULAR DESIGN ENGINEERING
MAIN CONTRACTOR : DUBAI WALLS
CONSTRUCTIONS : 4 NO'S SWIMMING POOL & 1 NO KIDS POOL

SWIMMING POOL IN COMMERCIAL & RESIDENTIAL BUILDING

CLIENT : MOHAMED & OBAID AL MULLA LLC
CONSULTANT : AARIF & BINTOAK CONSULTANT
MAIN CONTRACTOR : DHAFIR DEVELOPMENT & CONTRACTING
CONSTRUCTIONS : 2 NO'S OF SWIMMING POOL

SWIMMING POOL IN COMMERCIAL & RESIDENTIAL BUILDING

CLIENT : MOHAMED & OBAID AL MULLA LLC
CONSULTANT : AARIF & BINTOAK CONSULTANT
MAIN CONTRACTOR : DHAFIR DEVELOPMENT & CONTRACTING
CONSTRUCTIONS : 2 NO'S OF SWIMMING POOL

Period 02 : From February 2012 to December 2014 (Full Time)
Position : Civil/ Structural Draftsman
Company : Qatar Diar – Saudi Binladen Group (QD-SBG) - Qatar

DUKHAN ROAD DESIGN & BUILD – KHALIFA AVE – DOHA - QATAR

CLIENT : ASHGHAL – ROAD WORK AUTHORITY – QATAR
DESIGNER : DAR AL HANDASA PMT : KBR
CONSULTANT : PARSONS INTERNATIONAL CONSULTANTS
CONSTRUCTIONS : 5 NO'S INTERCHANGES, UNDERPASSES (4,273m), APM TUNNEL (413m), DRINAGE MICRO TUNNEL (1.6 & 2.4 Dia – 8972m), ROAD WORK (Approx. 9,500m) & DIVERSIONS ROAD (23000m)

Period 03 : From May 2011 to February 2012 (Contract)
Position : Interior Designer
Company : Gulf Ceramic – Doha – Qatar

SHEIKH FARRAJ AL MARRI LUXURY VILLA

CLIENT : SHEIKH FARRAJ AL MARRI OFFICE
CONSULTANT : MARMO DÉCOR
CONSTRUCTIONS : ARCHITECTURE WORK & FINISHING

Duties & Responsibilities of Working Periods in Gulf:

Period 01:

- Assist to MEP Engineer and Civil engineers for preparing submission drawings, design drawings and working drawings for all type of Swimming Pools, Sauna Room, Steam room, Water Feature & Jacuzzi.
- Preparation of detailed shop drawings based on the design drawings.
- Preparation all types of Drawings as per Municipality Standard. (Plan, Elevation, Sections, Plumbing Layout, Electrical Layout, Schematic Diagram, Fittings Layout, Standard Fitting Details, Drainage Details, Pump Room Details, Pump Room Equipment Details & Etc.)
- Preparing all drawing prior to start of activities as per planned schedule.
- Involve the coordination of the project with MEP requirements and adjust the design as per the client requirements.
- Revise the shop drawings and incorporate with design changes as per design consultants.
- Maintenance Drawing Log for Perfect Documentation.
- Calculate the Area, Plumbing pipe sizes and Electrical Cables as per pool capacity and length of the Pump Room from Pool.
- Site Visit for making As-Built Drawings.

Period 02:

- Assist to Structural and Civil engineers for preparing submission drawings, design drawings and working drawings.
- Preparation of detailed Structural shop drawings based on the design drawings.

- Preparation of Cross Section for Bridge and Roads.
- Preparation of Utilities work as per Engineer Request.
- Preparation Coordination Level or Points as per Site Request.
- Preparation of BBS 7 Prepares detailed engineering drawings, shop and fabrication drawings, cut lists, nesting plans, Input for Control sheets, MTOs etc. under supervision of senior colleagues.
- Preparation of general arrangement & Reinforcement drawing comply with consultant's
- Preparation and review of drawing's revision according to consultant's comments.
- Monitoring the all incoming and outgoing drawings and revised the drawings.
- Preparing of all shop drawing prior to start of activities as per planned schedule.
- Comply with all coordination's of project and meet the all requirements of the existing designs/Roads. 7 Involve the coordination of the project with MEP requirements and adjust the design as per the client requirements.
- Review & revise all the drawings, Documents for approve & identify as "Master Copy" on all.

Period 03:

- Develop initial ideas and acquire key information about potential projects, discuss requirements in detail with clients (the brief) and set project schedules.
- Understand clients' needs and the needs of the people using the building to develop design concepts and establish final briefs.
- Consider materials and costs according to set budgets and negotiate project fees.
- Research and gather information and photographs relating to the project.
- Prepare detailed working drawings, designs, plans, models and schemes, often using computer-aided design (CAD) software.
- Survey buildings.
- Work in a team with other designers.
- Preparing Drawings of Floor Finishing, Wall Finishing & Interior view.
- Identify new business and sell services to potential clients.
- Revise plans as instructed by the Drafting Manager.
- Convert and apply proper unit conversion for accurate presentation of legends.
- Collate old and new plan's data and revisions to update the Auto CAD files of the department.
- Review & revise all the drawings, Documents for approve & identify as "Master Copy" on all.
- Coordination with design Manager / Engineers and site Engineers.
- Work on converting hand drawn designs into Auto CAD files with the supervision of the head Drafter.
- Follow standards and markers as required by the department.
- Keep up to date with new developments in the design industry.
- Produce accurate and timely Auto CAD files.

Professional Qualifications:

Diploma in Professional Auto CAD (British College of Applied Studies, Dehiwela, Sri Lanka)
Diploma in Building Construction Technology (British College of Applied Studies, Dehiwela, Sri Lanka)
Certificate in 3D Max (American Institute of Information Technology, Colombo-06, Sri Lanka)
Certificate in 3D Max Foundation (OST Training Centre, Colombo-03, Sri Lanka)
Certificate in Computer Studies (I soft Education, Puttalam, Sri Lanka)

Strength:

- Innovative and self-confidence
- Ability to learn new technology quickly
- Having intellectual thoughts and ideas with good working nature

Skills:

- Proficient in Auto CAD drafting.
- Photoshop
- Coral Draw
- MS Office
- Hardware Trouble Shooting
- Excellent skills in precise measurement and units' conversion.
- Knowledgeable in construction theories and practices.

Personal Characteristic:

- Hard working, enduring long hours under pressure.
- Enjoying the profession through the job satisfaction.
- Taking tasks and completion on time.
- Reliable and flexible.
- Self-starter and quick learner.

Beyond the Education:

- Participate in Zahira Tech 2005 Exhibition, organized by Zahira National College.
- Inspiration for Educational Rejuvenation Award (Zahira National College – 2005).

✓ **Referees available upon if it is required.**

The particulars given above are true and correct to the best of my knowledge.

Abdul Rahman Hanifa