

Dear Respected Sir,

Application for the Post of AutoCAD Draftsman (Civil, Architectural)

I am very glad to apply your company for the post of AutoCAD Draftsman. Herewith I enclose my Curriculum Vitae for giving sufficient details about my career with educational and professional Achievements for your reference. I have two years' experience in this same field and I am a professional Draftsman who would be an excellent choice for this position.

I assure that I would be sincere to do my duties and would contribute in other activities for improvement of this organization for your entire satisfaction, have an ability to grow up the job, handle responsibility and build positive relationships with work colleagues at all levels. My past employer was very satisfied with my work rate and I am confident that I can bring the high performance to your company which is already mentioned in my attached updated resume, who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I hope that you will look favourably upon my application by recognizing my enthusiasm, talents in the field of Draftsman and my future potential. I would dearly like to further discuss the scope of this position and would welcome the chance of a meeting.

-Attached updated resume-.

Thanking you in advance for your time and consideration.

Yours sincerely,

U.L.M.RAIHAN

AUTOCAD DRAFTSMAN (Civil, Architectural)

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Mobile: (+974)50513202

E-mail: ulraihan3@gmail.com

Address: Doha, Qatar

Transferable Visa with NOC



Objective:

A proven track record of completing difficult projects on schedule and on tight budgets. An ability to work in upstream locations with limited communications and scant logistical support. Excellent interpersonal skills, a professional attitude, and Pleasing personality to manage projects independently or as a team member.

Career Summary:

- Produce draft designs and diagrams according to the given specifications.
- Assisting to preparing co-ordination Drawings
- Preparing Shop Drawings & As Built drawings.
- Preparing Detailed & Specification Drawings.
- Preparing technical drawings and plans.
- Good knowledge of constructions and designing.
- Preparing Architectural, Civil & Structural drawings.
- Preparing to **ISOMETRIC** Drawings.
- Prepared drawings as well as layouts for final submission to clients.

Professional Experience:

- **Company: TASHGEEL ENGINEERING & PROJECT MANAGEMENT Doha, Qatar.**
Duration: June 2016 to March 2017

- **Company: VONLAN CONSTRUCTIONS (PVT) LTD Colombo, Sri Lanka**
Duration: May 2017 to April 2018

Duties and Responsibility:

- Preparing Shop Drawings Architectural & Structural with Construction Details & Submission of Drawings.
- Preparing Production Drawings as per Approved Drawings / Site Measurement.
- Preparing General Arrangement Drawings.
- Preparing As Build Drawings as per the site condition.
- Preparing Detailed & Specification Drawings.
- Survey of project site and revision/ updating of project drawings.
- Preparing Interior Fit-out Drawings.
- Preparing Kitchen Cabinet Drawings of Plan, Section & Elevation.

Educational Qualification:

- Completed G.C.E Ordinary Level Examination(2010)
- Successfully completed G.C.E Advance Level Commerce Stream – (2013)

Professional Qualification:

- **Professional Diploma in CAD (Computer Aided Designing)**
Successfully Diploma completed at British College of Applied Studies, Sri Lanka.
From October 2014 to April 2015
- **Certificate in Construction Technology & Proficiency in English**
Successfully Diploma completed at British College of Applied Studies, Sri Lanka.
From October 2014 to April 2015

Computer Skills:

- AutoCAD 2D,3D
- Revit Architecture
- Microsoft office
- Adobe Photoshop
- Computer Hardware
- Windows, Software installation and System troubleshooting.

Language Known:

- English : Good
- Arabic : Normal
- Tamil : Excellent (native)

Personal Profile:

Name in full	:	Umaru Lebbe Mohammed Raihan
Date of Birth	:	21 st of November 1993.
Nationality	:	Sri Lankan
Gender	:	Male
Civil status	:	Single
Passport Number	:	N3065698
E-mail	:	ulraihan3@gmail.com

I do hereby certify that the forgoing particulars are true and accurate to the best of my knowledge and belief.

Best regards,
U.L.M.Raihan