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Al Karama, Dubai, UAE

MAYA M

PROFESSIONAL SUMMARY

Hard-working Drafter offering nine years experience in high-rise building construction. Knowledgeable in relevant codes, construction techniques and best practices. Excellent communication and relationship-building skills with meticulous attention to detail.

WORK HISTORY

November 2012 - October 2021 **ESTILO Projects Pvt. Ltd - Draftsman with Site Engineer**, KOCHI, INDIA

- Implementation of appropriate pillars for civil structures
- Liaising with architects and engineers to gather product and structural requirements and designs
- Calculating dimensions, weight limitations and requirements in materials
- Describing production methods step-by-step (including equipment and software types to be used)
- Create detailed designs with computer-aided design (CAD) software
- Design diagrams, maps and layouts to illustrate workflow
- Prepare and review rough sketches and review them along with the engineering team
- Identify potential operational issues and redesign products to improve functionality
- Ensure final designs comply with regulations and quality standards
- Create manuals that describe existing products' operation, features and maintenance
- Complete project responsibilities within scope, budget and schedule
- Review drawings for completeness and accuracy
- Maintain all revisions of project drawings
- Update and maintain drafting log
- Develop 3D models by analyzing prototypes and 2D drawings
- Examine and check engineering drawings for compliance with cited specifications
- Provide timely technical assistance and solutions to the team
- Participate in project meetings and conference calls as required
- Prepare engineering documents for customer submittal.

EDUCATION

Diploma: Civil Engineering **Sun Institute Of Polytechnic**, Tamilnadu, March 2012
First class
73%

Certificate of Higher Education **G P Higher Secondary School**, Kulanada, STATE BOARD, March 2009
First class
75%

Certificate of Higher Education: SSLC **G P Higher Secondary School**, Kerala, March 2006
First class
70%

LANGUAGES

Malayalam: Native language

English: B2
Upper intermediate

Hindi: B1
Intermediate

SKILLS

- Able to make Decisions
- Good Listener and Quick Learner
- Excellent leadership

CERTIFICATIONS

- Auto Desk Auto cad 2D
 - Auto Desk 3Ds Max
 - MS office.
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ADDITIONAL INFORMATION

Father's Name : Madhusudhanan pillai

Date of Birth : 26-12-1990

Gender : Female

Marital Status : Married

Passport Number : L9199620

Visa status :Tourist visa

Passport Details : Valid from 22/05/2014 to 21/05/2024

DECLARATION

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Name :**MAYA M**

Place : Dubai