

ABDUL GHAFAR

Address: - Moh. Usmania near Govt High School No 2 Kala Gujran Jhelum

Mob: +92-336-5854412, 311-1557556



OBJECTIVE

To secure an entry level position in growing organization that would fully Employee my personal skills as well as my academic training in rewarding career that can enhance my professional and personal growth.

PERSONAL PROFILE



Father's Name : Zahoor Ahmed
Date of Birth : 26-10-1995
CNIC No : 37301-9749621-7
Nationality : Pakistani
Religion : Islam
Marital Status : single
Passport # : BV4186211

ACADEMIC QUALIFICATION

- AutoCAD 2D&3d (2015) Punjab Vocational Training Council
- Quantity Surveyor(2014) National Logistic Cell
- D.Com (2013) Punjab Board of Technical Education Lahore
- Matriculation (2011) Board of intermediate and secondary education Rawalpindi

PLATFORMS / OPERATING SYSTEM

- Installation of MS Windows (XP, Win7, Win8 & Win10)
- Expertise use of MS Windows (XP, Win7, Win8 & Win10)

NETWORKING

- LAN, WAN, Internet working

SOFTWARE TOOLS

- Planning and Designing with AutoCAD 2D & 3D modeling
- Eagle Point
- Google Earth etc
- MS Office (Word, Excel, PowerPoint, Outlook, Access)
- Antivirus (McAfee, Symantec, Norton, Kaspersky etc)
- Capable of tracing / recovering system errors / viruses manually

HARDWARE

- First Level troubleshooting of all types of Hardware (PCs) etc

EXPERIENCE

- **CITI HOUSING Multan**
Currently Working as **AutoCAD Operator**
From 11 Feb 2021 to till Date
- **DHA Valley Islamabad**
Worked as **AutoCAD operator**
From 16th Oct 2015 to 09 Feb 2021
- Generated 2D and 3D models and drawings
- Civil Drawing and designing using 2D modeling
- Managed computer aided designing for the clients
- Maintain Land drawings record of the whole project
- Sound knowledge of Earth work billing using Eagle point
- Road Cross sections, profiles using Eagle Point and AutoCAD
- Leverage strong multitasking skills to data entry, invoicing, inventory control, returns processing, and purchasing.
- Strong coordination and management among Team members
- Ensured quality work to meet organization's expectations.
- Ensured accuracy and best practices of the designed product for the organization.
- Done other responsibilities as assigned.

LANGUAGES

Can Speak, Read and Write

- Urdu
- English
- Punjab

MERITS

- Ability to work in team and alone
- Ability to work under pressure
- Good inter personal and inter administration skill