

JAISON MONTEIRO



**MECHANICAL
DRAFTSMAN, BIM
REVIT MODELER
& DOCUMENT
CONTROLLER**

CONTACT

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📍 DUBAI

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objective

To secure a position that allows me to utilize my skills, to expand my knowledge and to prosper which would use my professional skills and offer advancement opportunities.

SKILLS

- Strong working knowledge of AutoCAD Drafting & Building Information Modelling.

WORK HISTORY

Mechanical Draftsman, BIM Modeler & Document Controller

Bel Yoahah Architectural & Engineering Consultants, Dubai:
June 2008 – March 2019

Mechanical Draftsman & BIM Revit Modeler Responsibilities:

- Develop detailed 3D Mechanical design using **Autodesk Revit** for different types of buildings, villas & schools.
- **AutoCAD** drafting & **Revit** Modelling HVAC, Plumbing and Drainage, Fire Fighting and LPG designs as per authority regulations.
- Preparations of Plans & Section drawings.
- Preparation of Co-ordination drawings connecting all MEP works.
- Incorporating authority comments as per design regulations.
- Preparing Quantity Survey, Material Take-Off of the building.

Document Controller Responsibilities:

- Submission of documents / drawings and proper intimation send to the client and project team via e-mail.
- Distribute documents/drawings to the project team, subcontractors and vendors
- Preparing an overdue list of documents / drawings on a weekly basis and circulate it to the reviewers and PCM (Project Control Manager) for action.
- Maintain proper record of accomplishment for submission and approval status of drawing / documents

Mechanical Draftsman

Al Jaber Trading (MEP Division): October 2007 – March 2008

Job Responsibilities:

- Preparation of layouts & detailed drawings using AutoCAD for the following systems:
 - Air Condition Layouts for the projects.
 - Plumbing drawings for the projects.

AutoCAD Draftsman

Danway L.L.C.: June 2006 – September 2007

Job Responsibilities: Worked as a Draftsman as well as a Storekeeper:

- Preparation of layouts, detailed drawings & typical sections for the following systems: Monorail Systems with manual & powered bogies, Davit systems, Trackless, Guide Angle trolleys, Trolleys running on twin tracks etc.
- Preparation of technical submittals and Preparation of shop drawings.

- Solid understanding within MEP disciplines and understanding within Architectural and Structural disciplines.
- Experience of BIM production in a building services design environment.
- A full understanding of MEP design processes, in particular Mechanical drafting & 3D modelling for commercial and residential buildings.
- Compliance with CAD/BIM standards and Quality Assurance procedures.
- Able to produce consistently high quality 2D and 3D information.
- Able to work without supervision and to proactively manage time.
- Knowledge of producing General Arrangement Drawings.
- Positive thinker and flexible & willingness to learn.
- Always energetic and enthusiastic.
- Knowledge of MS Word & MS Excel. MS office Document Controlling

- Handling entire stores & dispatch function and heading of dept.
- Materials Planning and preparing the purchase requisition.
- Maintenance of the minimum and maximum stock level & Maintenance 0% of breakdown due to unavailability of stock.
- Receipts and issue of materials like Cranes, Spares and other equipment's, Materials handling, storage and preservation.
- Responsible for In-ward and Out-ward Transportation.
- Accounting the receipts and issues and generation the reports.
- Store reconciliation & making physical verifications by regular intervals.

Worked with The Associates, Mangalore, India & ICON CADD SERVICES, Bangalore, India as CADD Draftsman from 2002 -2005

QUALIFICATIONS

Machinist, National Council for Vocational Training

St. Joseph's ITI, Mangalore 08/1999 – 07/2001

High School

St. Aloysius High School, Mangalore 06/1995 – 03/1998

CERTIFICATES

Revit MEP Training (Mechanical)

Omnix International, Dubai 07/2014 – 08/2014

Certified Diploma in Mechanical CADD

CADD Center Training Services, Mangalore 03/2003 – 06/2003

PERSONAL PROFILE

Date of Birth	: 16th April 1983
Religion	: Roman Catholic
Marital Status	: Married
Languages Known	: English, Hindi, Konkani, Kannada, Tulu
Visa Status	: Visit Visa