**TO            :    HR DEPARTMENT**

**SUBJECT :    APPLICATION FOR AN ACHITECTURAL CAD OPERATOR POSITION**

Dear Sir/Madam,

I have 13+ years experience as an AUTOCAD DRAFTSMAN. Very efficient and highly capable of fulfilling all my duties with great care, I am confident that I can perform the assigned job effectively. I am excited about the idea of working for a dynamic and internationally recognised group. My background and goals seem to match your requirements well. I believe the skill that I have acquired in a span over a decade working in AutoCAD would be of great asset to your company and would appreciate an opportunity to discuss my skills in detail to seek any possible position for a CAD Operator in your company.

Furthermore, I hereby attach a copy of my curriculum vitae. I am available for an interview in your office at a time convenient to you.

Below is an overview of my experiences as an Architectural Draftsman in the UAE:

I have an experience of 6 years, focusing on Architectural Drafting with consultants in Dubai and Sharjah,taking care of Architectural details and other related works for multi-storey buildings, villas which was designed by the Architects in office. I was responsible for designing Sheds and Labour Accommodations with detailed elevations, sections and submitting for the necessary final (Planning and Municipality) approvals.

Since the past 8 years, I have been working with Al Naboodah Contracting, M3ar Consulting Engineers and ETA Star group of companies, Dubai as an Architectural CAD Operator. Past 4 years (August 2016 – currently) working with Al Naboodah Contracting under ANCG for Mixed Used Building Multi-storied (B2+G+23 Comprising Office, Hotel, Hotel Aprtment & Residential Blocks) and Fly Dubai HQ Building (G+8) and then prior to that M3 ar Consulting Engineers, I worked with various Hotel/Clinic Buildings and Villa projects and again ahead of that with ETA for the project DUBAI LIFESTYLE CITY located in Dubailand with an estimated cost of AED 2.4 billion having 4.5 million sq. ft of land consisting of proposed high-end villas and villetes along with a five star and a four star hotel branded by partners such JW Marriott and Microsoft.

I am reachable for any further information needed. Thank you for your consideration.

Respectfully yours,

ShajahanNalakath



ShajahanNalakath

Mobile:+97155-9470944

Email:shajahans\_n@yahoo.com

Address:Dubai, United Arab Emirates

Position Applied:

* Architectural AutoCAD Draftsman.

Experience:

* 13+ years AutoCAD work Gulf Experience
* Experienced asArchitectural CAD Draftsman/CAD Operator
* Experienced to work under pressure.
* Worked using AutoCAD and Architectural Desktop
* Can do other task using MS Office (Word,Excel, Powerpoint), Adobe Photoshop.

**Computer SKILLS:**

AutoCAD

Autodesk Architectural Desktop

Adobe Photoshop

MSOffice Word, Excel, PowerPoint

EMPLOYMENT RECORD

EMPLOYER : **Al Naboodah Contracting LLC**

COUNTRY : Dubai, United Arab Emirates

DATE STARTED : August 2016-Till Date

POSITION : **CAD Operator**

DUTIES & RESPONSIBILITIES

* Coordination of drawings for Architectural and Structural.
* Prepare shop drawings for Block work, Screeding and Tile Layout Drawings.
* Monitoring the Drawings register for our (Blockwork, Tiling etc) drawings and subcontractor shop drawings.
* Identifying the tendon clash by overlaying Architectural, MEP Opening, Cast-in Channel (facade) & Structural Drawings.
* Preparation of co-ordinates drawing for Slab Edge, Beams etc for the site execution in cordination with Structural, Architectural and MEP Openings.
* Preparing Layout plans Cross sections and Details for Construction.
* Preparing Sketches for Details/Fixing Details.

EMPLOYER : **M3 ar Consulting Engineers**

COUNTRY : Dubai, United Arab Emirates

DATE STARTED : May 2014-July 2016

POSITION : **Architectural AutoCAD Draftsman**

DUTIES & RESPONSIBILITIES

* Preparation of complete detailed Architectural Drawing Standards.
* Managing Architectural Drawings and maintaining periodical backups for the ease, promptness and security of drawings.
* Preparation of preliminary drawings, presentation drawings, drawings for information, tender drawings, drawings for construction and revision drawings.
* Coordination of Architectural Drawings, Construction Documents and Structural Drawings
* Preparation of drawings (soft and hard copy), drawing lists and drawing transmittals.
* Providing support in preparation of Tender Documents.
* Preparation of Drawings for Dubai Municipality Submission.

EMPLOYER : **Dubai Lifestyle City under ETA Star Group of Companies**

COUNTRY : Dubai, United Arab Emirates

DATE STARTED : July 2012-March 2014

POSITION : **CAD Operator**

DUTIES & RESPONSIBILITIES

* Keeping and updating the Database for all drawings.
* Incorporating any changes in the drawings as suggested by the project team on site.
* Communicating with and updating the consultant and contractors on site on a daily basis.
* Analyzing and suggesting changes if any, on the Infrastructure (roads, utilities, manholes, landscaping), Villa/Building Architectural, MEP and Structural drawings.
* Interacting with various consultant and government authorities such as DEWA, Civil Defense, Etisalat for their requirement related to the project.

EMPLOYER : **International Engineers &Consultants,Sharjah,UAE**

COUNTRY : Sharjah, United Arab Emirates

DATE STARTED : Nov 2007-Jun 2012

POSITION : **Architectural AutoCAD Draftsman**

DUTIES & RESPONSIBILITIES

* Draft detailed drawings from sketches for construction projects such as Multi-storiedBuildings, Villas designed by Architects with Elevations and Sections.
* Designing Sheds and Labor Accommodations with Landscaping, providing the Architectural elevations and sections.
* Review rough sketches, drawings, and other engineering data received from civil engineers to ensure that they conform to design concepts.
* Assist in the review and recording of shop drawings and make adjustments and changes to a variety of detailed drawings as necessary
* Review architectural documents for potential conflict with all disciplines (Services) for Municipality Submission.
* Obtain all necessary approvals and reviews of project design

EMPLOYER : **Rolla Computers**

COUNTRY : Shrajah, United Arab Emirates

DATE STARTED : Sep 2004 – Oct12007

POSITION : **AutoCAD Instructor/ Teacher**

DUTIES & RESPONSIBILITIES

* Conduct lectures, exams & drawing works to students.
* Teaching MS Word, Excel, Power Point
* Teaching Graphic Software such as Adobe Photoshop CS2, Corel Draw 11, Illustrator 9

EMPLOYER : **Visual Communication**

COUNTRY : Doha, Qatar.

DATE STARTED : Nov 2003 -Aug2004

POSITION : **AutoCAD Draftsman/Office Assistant**

DUTIES & RESPONSIBILITIES

* Modification of AutoCAD Drawings in Civil (ID Drawings like Furniture Layout, Window Drapery & Blinds) and MEP
* Preparing Specifications for Project Approvals.

PERSONAL DATA:

Birthday June 01,1973

Religion Muslim

Nationality Indian

# Visa Status Residence/Employment Visa

Educational Attainment:

Institution Sigma Institute of Engineering Technology

Course Diploma in Draftsman Civil

Completed 2003

Institution Sigma Institute of Engineering Technology

Course AutoCAD

Completed 2003

College The New College under University of Madras

Course Bachelor Degree (English Lit.)

Completed 1998

Languages known:

Speak, Read & Write English, Malayalam, Tamil, Hindiand Arabic

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