

APPLICATION FOR THE POST OF AutoCAD DRAFTMAN

Dear Sir,

My Name Is Mohamed Hathik, I Would Like to Apply for The Above-Mentioned Post. Herewith I Enclose My Curriculum Vitae For Giving Sufficient Details About My Career with Educational and Professional Achievement for Your Reference.

I Have Five Years of Working Experience. I am Familiar with Mechanical, Structural, Photoshop (Illustrator), Revit Architecture and AutoCAD (2D, 3D Modelling),

I Wish to Work in Your Firm as Draftman (Civil & MEP)/Revit Architecture, I Really Want to Build Up A Career in The Field, Whilst Applying the Knowledge and Skills That I Have Acquired to The Betterment of My Career. It Is My Hope That My Application Will Be Considered Agreeably,

I Have Attached My CV To Your Consideration.

Your Sincerely,
Mohamed Hathik
UNITED ARAB EMIRATES (DUBAI)
Mobile: - 0561487990
Email: - mohamedhathik123@Gmail.Com



Mohamed Haniffa Mohamed Hathik

Sr. AutoCAD Draughtsman



Mohamedhathik123@gmail.com



+971 56 14 87 990



+971 56 14 87 990



Dubai - UAE



WORK EXPERIENCE



BPPE (PVT) LTD.

Project: 39.38km OF RURAL ROAD & BUILDING
Designation: Sr. AutoCAD Draftman
Duration: January 2021 – September 2021

Responsibilities

- Setting out of structures.
- Any design of 2D and 3D (Any Buildings and Steel Fabrication works.
- Structural Work (Culvert / Retaining Wall / Line Drain)
- Quality Checking.
- Drawn initial cross section and Design cross section.
- Taking quantities of design cross section and preparing quantity sheets.
- Site Supervising.
- Monitoring site equipment & Progress.
- As build drawing.
- Manage and organize As-Built Drawings, equipment data, and equipment documentation from clients
- Understand and interpret needs and requirements for Model creation and timeline for delivery development and completion
- Manage and assist in model creation and design drawings.
- Responsible for discovering and testing new tools and applications for internal use
- Ensure team members are maintaining required modeling standards Qualities, Skills and Experience required
- Perform project analysis, costing and time schedules for model creation, technology implementation and project delivery .



CICO-SUN JOINT VENTURE.

Designation: AutoCAD & Photoshop (CAD & Adobe Illustrator)
Duration: September 2019 to January 2021

Duties and Responsibilities.

- Prepare the technical details drawings.
- Prepare the fabrication drawings in CAD and Illustrator (2D & 3D).
- Prepare model drawings for Skylights, Clerestories & its corresponding framing and connection drawings.



PROFILE

To utilize the full potential of “Architectural & Structural Draughtsman (in **Auto CAD**)” in the Construction industry while involving in most of the managerial activities to realize the Experiences, academic qualifications and personal skills as well.



CAREER STATEMENT

“I feel that my greatest strengths are Firstly my willingness to take Responsibility for all the administrative duties within an office. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management teams on any tasks.”



LANGUAGES

Tamil	<div></div>
English	<div></div>
Arabic	<div></div>
Malayalam	<div></div>
Hindi	<div></div>



WORK EXPERIENCE



E-ARCHITECT STUDIO, Sri Lanka.

Designation: Architectural & Structural Draughtsman (Photoshop)

Duration: March 2018 – September 2018

Duties and Responsibilities.

- Prepare the Structural Detail Drawing's for Residential and Commercial Type Buildings.
- Preparation of Detailed Shop Drawing's as per the Requirements of the Consultant for Approvals.
- Generating 2D and 3D Dimensional Models for Coordination between Different Disciplines.
- Preparing Block Work Layouts, Architectural Elevation.
- Prepare the Cross Sections & Elevation.
- Preparing Floor & Wall Tiles Elevation Drawing's.
- Updated Survey Data and Prepare They Coordinated Drawing.
- Prepare the As-Built Drawing's Executed the Project.
- Support manager in the creation and procurement of specifications, RFPs, contracts and external delivery, review and comments.
- Plan, document, communicate and liaise between management, engineering and software teams to develop and deploy custom software and add-ins.
- Research, test, validate and teach latest software and technology options related to industry, company and projects.
- Work with project teams to analyze, store, document and communicate project data, energy streams equipment data leveraging and other technology.



NAWALOKA CONSTRUCTION COMPANY (PVT) LTD, Sri Lanka.

Designation: Sr. AutoCAD Draftman & Photoshop (Illustrator)

Duration: September 2015 – March 2018

Duties and Responsibilities.

- Drawing initial cross section & Design cross section (2D & 3D).
- Drain drawing & Retaining wall drawing.
- Taking quantities of design cross section & preparing Quantity sheets
- 3 months of experience as a Site supervisor.



AREAS OF EXPERTISE

Auto CAD (2D & 3D)

Solid Works

Adobe Illustrator

Adobe Photoshop

Revit

Aconex

Sketchup

MS Office

RFI preparation

Shop drawing delivery Planning & Execution



PERSONAL SKILLS

Inventiveness	Professional
Disciplined	Problem Solving
Self-motivated	Decision making
Interpersonal	Creativity
Sensitivity	Orientated
Persuasiveness	
Able to make good judgments	
Energetic Self-control	
Excellent communicator	
Responsiveness	
Leadership skills	
Problem solving	



PROFESSIONAL / ACADEMIC QUALIFICATIONS

- Diploma in Professional English
British College of Applied Studies (BCAS)
- Diploma in Adobe Photoshop
British College of Applied Studies (BCAS)
- Diploma in Information Technology
British College of Applied Studies (BCAS)
- Diploma in Quantity Surveying Level-5
CSCT Campus in Sri Lanka
- Diploma in Revit Architecture and Revit MEP
(AICT) in Sri Lanka
- Professional Diploma in AutoCAD 2D & 3D
British College of Applied Studies (BCAS)
- Professional Diploma in Building Construction Technology (BCT)
British College of Applied Studies (BCAS)
- Diploma in MEP (Mechanical, Electrical and Plumbing)
(ACADEMY) in Sri Lanka



PROFILE DETAILS



20-03-1997



Single



N6130532



24 Years



Sri Lankan



DECLARATION

I hereby that the particulars given by me are true and correct and I would assure you of best at all times if I get the opportunity to Serve your estimated organization.

.....
Mohammed Hathik

.....
Date

REFEREES :

Mohamed Anfas
Senior BMI Architecture/Coordinator,
Specialized Metal Disgn (SMD-Dubai)
Mobile: +971-563646299



CIVIL ENGINEERING ATTRIBUTES

Knowledge of contract technical Specifications and their Implementation.

Familiar with relevant civil Engineering design software With AutoCAD.

Knowledge of Local Authority Design Guides for Highways in Residential and Commercial Estates.

Superb critical thinking skills And the ability to evaluate Designs, plans and projects.



PROFESSIONAL ATTRIBUTES

Able to check the work of others & supervise less experienced or junior staff.

Writing accurate technical reports.

Computer literate and conversant With MS Office suite and relevant Engineering software packages.

Always willing to help other less Experienced team members with Workloads.

Supporting any procurement Processes.



PERSONAL ATTRIBUTES

Good communication, planning and organizational skills.

Highly developed numeracy and computer literacy skills.

Self-motivator and the ability to motivate others.

Keeping up to date with industry best practice