ANISH KUMAR.M.K

Mob: - 00971-554871231 & 0568720307

**E-mail:** anishkmk15@gmail.com

CAREER GOAL:

 To obtain a challenging position in **AutoCAD Draughtsman** field to prove myself, contribute positively and achieve the goals of the organization. Facilitating ideal careers in operating and the success of our client organizations is our mission. We understand that we have the unique responsibility of meeting critical needs of our client organizations.  We pursue our mission by asking the right questions of our department and clients, listening carefully to answers and taking decisive action toward reaching their respective goals. When we align our skills, knowledge, and desires with the right assignment at the right client, everybody wins.

**AUTOCAD DRAUGHTSMAN (MEP) Since Jan 2018**

Organization: - Bowyer Wick, Near Noor Bank Metro, Alquoz, UAE.

* Add details to architectural plans from their knowledge of building techniques
* Work from rough sketches and specifications created by engineers and architects
* Specify dimensions, materials, and procedures for new products
* Prepare multiple versions of designs for review by engineers and architects
* Work under the supervision of engineers or architects

**AUTOCAD DRAUGHTSMAN Oct 2013 to Nov 2017**

Organization: -KME,KERALA,INDIA

* Add details to architectural plans from their knowledge of building techniques
* Work from rough sketches and specifications created by engineers and architects
* Specify dimensions, materials, and procedures for new products
* Prepare multiple versions of designs for review by engineers and architects
* Work under the supervision of engineers or architects
* Draft and prepare layout drawings of the given structures, components and devices.
* Produce draft designs and diagrams according to the given specifications
* Assist and coordinate with designers and engineers.
* Prepare drawings and diagrams for electrical devices and installations.
* Collaborate with designers, constructors and engineers on projects.

**DATA ENTRY CLERK Aug 2010 to June 2013**

Organization: DynCorp Intl. Afghanistan.

Worked as **Administrative Assistant** in Power Gen Dept.

* Working on MSOW Daily & Monthly reports, & maintaining the service spread sheets.
* This includes manual filing and electronic filing of documents, inspections, and services rendered.
* Create department presentations of ongoing work flow, completed jobs, and future planning’s in Microsoft Office applications (Excel, Power Point, Word).
* Office manager for all personnel in regards to requirements and processes mandated by company, This includes creating personnel files to keep documentation of:,
* Required trainings monthly/yearly. Personnel certificates, professional, driving and safety certifications.
* Tracking and processing all R&R (Annual leave) of personnel and processing needed paperwork.
* Cross train other department personnel on proper filing/documentation techniques to ensure that all personnel are knowledgeable of the system in place to ensure accuracy throughout the department.

Draughtsman (Infrastructure) Dec2007 to Oct 2009

Organization: Al-Rajhi Constructions, Dubai, UAE..

Designation: Autocad Draughtsman

**Total Experience**: 03 Dec 2007 to 17 Oct 2009.

* Prepare multiple versions of designs for review by engineers and architects
* Work under the supervision of engineers or architects
* Draft and prepare layout drawings of the given structures, components and devices.
* Produce draft designs and diagrams according to the given specifications
* Assist and coordinate with designers and engineers.
* Prepare drawings and diagrams for electrical devices and installations.

**Project (March-2008 to Oct 2009): CRESCENT A & WATER HOMES.**

 Location: **PALM JEBEL ALI PALM JEBEL ALI**

 Contract No: **N023-040-02-01**

 Client**: NAKHEEL**

 Consultant**: HYDER**

**Project (Dec 2007 to March2008) Dubai Waterfront Madinat Al Arab.**

 Location: **Dubai Waterfront Jebel Ali, UAE**

 Contract No: **NO18-040-030-01 – District- B & D**

 Client**: Nakheel**

 Consultant**: Mouchel Parkman**

Draughtsman May 2006 to Sept 2007

Designation: Autocad Draughtsman

Organization: Harmyam Builders, Kerala, India

**Total Experience**: May 2006 – September 2007.

**Educational Background:**

* B.Com
* Diploma in Computer Hardware Maintenance & Networking Engineering
* Pre Degree
* Certificate in M S Office
* Microstation
* Tally
* AutoCAD

**Languages Known:** English, Hindi, and Malayalam.

**Personal Details**:

**Date of Birth :** 01 October 1983

**Sex :** Male

**Marital Status :** Married

**Address :** Mani Nivas

 Puthukundom

 Karthikappally.P.O

 Alapuzha

 Kerala India-690516

**Passport Details**:

**Passport No** : N9069637

**Place of Issue** : Cochin, Kerala

**Date of Expiry** : 23/03/2026

**Declaration**

 I hereby declare that the information’s given above are true and correct to the best of my

Knowledge and belief.

 **Anish Kumar.M.K**