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**Proposed position**

**AutoCAD/Draftsman**

**Work Experience: 5 Years**

1. Position: **AutoCAD/Draftsman**

 Duration:  21 Sept. 2010 till date

 Company: Emirates Technical Associates (FMD)

 Location: Abu Dhabi U.A.E.

 Job Description: Duties and Responsibilities

* I am working as a cad draftsman in Design department, I am responsible for preparing all kinds of shop drawings, modifying as per site requirements and final preparation of as built drawings.
* Preparing electrical and mechanical drawings as per site requirements
* Confers with engineers and other subject matter experts to interpret design concepts, determine nature and type of required detailed working drawings, and coordinate work with others.
* Requires two years of postsecondary training in drafting, as well as having well-developed drafting and architectural drawing skills, and knowledge of computer-assisted drafting (CAD) equipment and software.
* Responsible for building CAD drawings based on information provided by Client and engineers
* **Document controller**
* Typing of site documents, and follow up of all the site needs
* Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain updated records of all approved documents and drawings and their distribution clearly
* Maintain the documents and drawings in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain the files and control logs as required by the project.

2. Position: **Draftsman civil / AutoCAD**

 Duration:  2008 to 2010 full time

 Company: Computech Engineers

 Location: India (Gujarat)

 Job Description:  Duties and Responsibilities

* I have thorough knowledge of Section Drawings, Planning Drawings, and Elevation Drawings on 2D and 3D platforms. Working within the guidelines of the organization is the main criteria of these positions.
* I was responsible for undertaking Manual cum AutoCAD Designs for Apartments, villa’s etc.
* May plan and design interior environments for boats, planes, buses, trains, and other enclosed spaces. May specialize in particular field, style, or phase of interior design.
* Drafts designs utilizing computer-aided drafting systems to prepare drawings, House plan, building plan and SMC drawing.

3. Position: **Draftsman civil / AutoCAD**

 Duration:  2007 to 2008 Part time

 Company:

 B.E. Civil. M.I.E.

 Location: India (Gujarat)

 Job Description: Duties and Responsibilities

* Daily preparation drawings for surveyor show the Nothing and easing ordinates, leveling etc.
* Advises client on interior design factors, such as space planning, layout and utilization of furnishings and equipment, color schemes, and color coordination.
* Produced and coordinated architectural documents with engineers and Architects

**Education:**

* High School
* I.T.I. (Draftsman civil)
* AutoCAD 2D & 3D

**Computer Skills:**

* AutoCAD 2D & 3D
* Microsoft Excel
* Microsoft Word
* Photoshop

**Languages:**

* English
* Hindi
* Gujarati

**Personal Data:**

* Nationality Indian
* Date of Birth 30 July 1990
* Marital Status Single