**AutoCAD Draftsman / Site Supervisor**

**OBJECTIVE:** To optimize my qualification and enhance my capabilities through a career that offers personal and professional growth and demands, dedicated and hard work.

**RELEVANT QUALIFICATION:**

Sixteen (16) years’ experience in the field of Drafting using AutoCAD, Sketch up & 3D Studio Max Software. Profound knowledge about Microsoft Office Software. Proficient in creating drawings in AutoCAD shop drawing & as built. Ability to draw and keep project drawings up to date and to create drawings in alliance with company standards.

**EMPLOYMENT IN ABROAD**

**Inclusive Dates** : November 2014 to March 2016

**Position** : Senior Draftsman 2D & 3D for Architectural, & Civil Drawings

Prepare design, Coordination shop drawings, as built and Quantity estimate.

Main Contractor. The company MELFI in middle of 1950 began its activities in the field construction. Over the years, the Group has consolidated experience in the construction of major public works and housing in Italy.

**Inclusive Dates** : January 2014 - November 2014

**Position** : AutoCAD Draftsman 2D & 3D for Architectural, Civil & MEP Drawings

**Project**  : Upgrading of Wastewater Treatment Packages Plant, Doha-Qatar

**Business Nature** : Industrial, Commercial, Residential, & High Rise Building General Contractor

**Inclusive Dates** : March 2000 to July 23 2007

**Position** : AutoCAD Draftsman 2D & 3D / Site Supervisor

**Job Descriptio**n:

* Working on general arrangement drawings & detailed designs using AutoCAD 2013, Sketch up software.
* Prepare civil, architectural & MEP shop drawing of on-going project & submit to Chief Architect for review and approval.
* Printed all fabrication related drawings.
* Supervise the project construction from the start of layout up to completion period.
* Arrange schedule of materials, deliveries, schedule of required tools, equipment and manpower.
* Met Inspector on site to keep development process.

**Local Employment - Philippines**

**Inclusive Dates** : November 2007 to December 2013

**Position** : AutoCAD Draftsman 2D & 3D/ Site Supervisor

**Job Description**

* Developed CAD drafts based on project design requirements.
* Reviewed and recommended improvements to blueprints.
* Prepare as built & coordination drawing & submit to Chief Architect for review and approval.
* Analyzed rough sketches and interpreted specification to develop 2D and 3D drafts.
* Coordinated with Engineers to develop engineering change notices.
* Arrange schedule of materials, deliveries, schedule of required tools, equipment and manpower.

**Inclusive Dates** : January 2000 to February 2002

**Position**  : AutoCAD Draftsman/ Site Supervisor

**Job Description**

* Prepares lay-outs and designs for promotional materials of the company’s products.
* Prepare Interior & Exterior design drawing.
* Prepare as built & coordination drawing & submit to Chief Architect for review and approval.
* Submit weekly reports to the Operation Manager regarding the status of on-going projects.
* Arrange schedule of materials, deliveries, schedule of required tools, equipment and manpower.

**Company** : J&B CONTRUCTION CO.

**Inclusive Dates** : March 1997 to April 1999

**Job Description** Worked as a carpenter, & painter for two (2) years while attending college most of the work was for Housing & Urban Development Project

**EDUCATIONAL ATTAINMENT:**

**College** : Polytechnic Institute of Tabaco, Philippines

**Course finished** : Drafting Technology

**Date Graduated** : March 23, 1999

**COMPUTER KNOWLEDGE:**

* 3D Studio max 2014
* Sketch up pro
* AutoCAD
* Adobe Photoshop
* Computer Assembly & Troubleshooting
* Microsoft Office (Word,excell,& PowerPoint)

**PERSONAL DATA:**

Profession : AutoCAD Draftsman 2D & 3D

Age : 36 years old

Date of Birth : July 03, 1979

Language Spoken : English, Basic Arabic, Tagalog

Sex : Male

Citizenship : Filipino

Civil Status : Married

 **DUTIES AND RESPONSIBILITIES**

1. Prepare preliminary sketch drawing (free hand) showing the Architectural Profile as per requirement of the clients and submit to Engineering Head for approval.

2. Prepare design drawing showing Interior design based on approved sketch drawing complete with perspective view.

3. Prepare shop drawings for Architectural, Civil, and Structural showing complete details of fixation fully coordinated with Electrical and Mechanical drawing and submit to Chief Architect for further review and approval.

4. Site Supervision for Civil, Structural, and Finishing works by checking the building layout and materials from excavation up to finishing stages and alert for electrical and mechanical piping sleeves prior of concrete pouring.

**First Name of Application CV No:** **1704156**

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