**Cover Letter**

Respected Sir,

I am writing to express my interest in working in an organization wherein I can put into practice my acquired skills and experience to contribute to the success of the organization.

**Summary:** Experience:10 years & above–3 years in Dubai, UAE in Architect Department (Civil infrastructure Draughtsman) and since 3 years in Riyadh, Saudi Arabia for National Guard Project; Education: B.A.; SAUDI Driving License**.**

Can contribute your organization from my following key strengths:

* Computer expertise, with proficiency in AutoCAD 2000 to 2017.
* Broad-based experience covering a full spectrum of AutoCAD Draughtsman duties, including analyzing the design or drawing with knowledgeable of standard drafting practices and procedures, document preparation and project/program support.

I firmly believe that my education and experience would add significant contribution against any challenging role in Architecture department I will work in.

Further, to acquaint you with the specifics of my background I am enclosing my resume.

**SHAIKH**

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**Personnel Information**

**Nationality:** INDIAN

**Birth date :** XXXX May, 1976

**Gender:** Male

**Marital Status:** Married

**Availability: 15 days**

**Career Objective**

To be part of a vibrant organization wherein I can put into practice my acquired skills and experience to contribute to the success of the organization.

**Work Experience**

**ARABIAN SERVICES COMPANY June 2013-UNTIL DATE**

**VINNELL ARABIA for NATIONAL GUARD PROJECT**

RIYADH – SAUDI ARABIA, **AutoCAD Technician**

* Major responsibility is Updating AutoCAD drawings and designs for Government of Saudi Arabia.(SANG)
* Knowledgeable of standard drafting practices and procedures.
* Knowledge of or experience from concept, design; and able to analyze drawings received from client and quantify the area requirement.
* Assist supervisors in analyzing the design or drawing.
* Proactive and able to meet deadlines

**OMNIX INTERNATIONAL Jan 2013 – Mar 2013**

**DUBAI – UAE – INFRASTRUCTURE DRAUGHTSMAN/SUPERVISOR**

Projects Undertaken:

**AL FUTTAIN CARILLION –** BURJ DUBAI DEVELOPMENT BUSINESS BAY 528

**DUTCO –** ROADS AND INFRASTRUCTURE with OVER BRIDGE CONSTRUCTION

**HAL CROW INTERNATIONAL –** MASTER PLAN REVALIDATION of BUSINESS BAY BRIDGE

**Job Responsibilities on above projects:**

* Create plans and layout for different Civil and Network drawings.
* Assist in the creation of 3D models for different networks.
* Draw piping details for Mechanical constructions, Register utilities.
* Drawings lines by various methods & system with all coordinatesmethods.
* Modifying the Auto CAD environment with all zoom commands.
* Modifying the length of objects & converting

**UNIQUE ENGINEERING SOLUTIONS Jan 2010 – Dec 2012**

**HYDERABAD– INDIA – AUTOCAD DRAUGHTSMAN**

* Preparing and plot architectural and interior design drawings
* Preparing specifications based on given information and/or sketch drawings
* Preparing construction, as-built & drawings for architectural and interior design drawings
* Producing large scale documentation packages
* Producing fully coordinated and accurate sets of drawings

**BINLADIN CONTRACTING GROUP June 2007-Aug 2009**

**DUBAI– U.A.E.**

CLIENT : CANSULT MOUNSELL

Project 1: CONSTRUCTION OF VARIOUS PARKINGS IN DUBAI

Project 2: DUBAI LIFE STYLE CITY – ROAD AND INFRASTRUCTURE

Project 3: UMM AL QUWAIN MARINA DEVELOPMENT – ROAD AND INFRASTRUCTURE

Project 4: BURJ DUBAI DEVELOPMENT PLOT – 85 – 43 FLOORS 3 TOWERS

**Job Responsibilities on above projects:**

* Create plans and layout for different Civil and Network drawings.
* Preparing the Architectural drawings as per the chief Architects Instructions.
* Submitting drawings for corporation approval and obtaining permission for construction.
* Site visit for giving instructions to contracts to execute as per the architectural drawings.
* Prepares shop drawings (design works , creating drawing of proprietary elements for fabrication, including 3D, quantity take off, preparation of As Built drawings etc.) as per client and company requirements.
* Co-ordination with the technical manager/project manager or engineer for issues concerning the drawings.
* Preparation of various reports and technical documentations required on site.

**Competencies**

\*\*\*Can identify and analyze complex issues and problems in management areas, and recommend and implement solutions. Display excellent supervisory and leadership skills.

**Personal Competencies**

\*\*Flexible and multi-skilled, Well versed in AUTOCAD 2000 to 2017, MICRO STATION V8, ADOBE PHOTOSHOP, Analytical thinker, highly confident and persuasive team builder.

**Education**

**BACHELOR OF ARTS; B.A. August 1997**

DR BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD, INDIA

**Interests**

cricket, swimming and Listening Music

**References:** Available if required.