*CURRICULUM VITAE*

RAJINDER

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*CIVIL DRAUGHTSMAN*

*OBJECTIVE:*

*To pursue a challenging career like civil draftsman within a well reputed organization Which fully exploit my education, previous professional experience, expertise like strong communication, management handiness and in-depth knowledge for achieving corporate goals and developing my skills to the highest level of technical intensity?*

*6 year's professional experience with in designing and contracting with proven success in enhancing productivity, motivation and personal effectiveness, excellent in technical and people management by communication with all levels using effective written and oral presentation skills*

*Enthusiastic, motivated self starter, who relates to people well by picking technical/Designing problems and understand the process of consulting /solving difficulties.*

*PROFFESSIONAL EXPERIENCES:*

***1. Jaswant Building Designer And Contractors ,Balachour ,Punjab (India)***

*From Aug 2008 To Aug 2010*

*Designation = Civil Draugtsman & site supervisor*

***2. Union Contracting Company L.L.C, Dubai (UAE)***

***Dec 2013 To April 2014***

*Designation = Civil Draugtsman & site supervisor*

*Project : NMC Hospital Dubai* *(DIP -1 )* *(Compeleted)*

*Consultant: A2Z Architectural Engineering Consultancies*

***April 2014 to Jan 2015***

*Designation = Civil Draugtsman*

*Project Name: Design Community Clinic, Service Block, Fire Station, Service Yard and Guard House No. 1 & 2 at Zaabeel, Dubai, UAE (Compeleted)*

*Client: Engineering Office (EO)*

*Consultant: Engineering Office (EO)*

***Jan 2015 Till Date***

*Designation = Civil Draugtsman*

*Project Name: Abu Dhabi Autism Center at Abu dhabi island E-41 -P9* *(Finishing Level)*

*Client: Zayed Higher Organization for Humanitarian Care and Special Needs* *(ZHO)*

*Consultant: National Engineering Bureaue (NEB)*

*RESPONSIBLITIES:*

1. *Preparation of Architectural & Structural shop drawings and sending final printout drawings to consultant approval.*
2. *Preparation of Bar Bending Schedule (BBS) as per approved shop drawing which received from the consultant.*
3. *Preparation of As Built Drawings at the end of the project and submit final soft & hard copy to consultant and client.*
4. *Preparation drawings of building plan, elevations, sections, bath rooms, kitchens, doors and windows etc.*
5. *Preparation of materials quantities of civil and architectural works.*
6. *Understood the various steps undertaken before construction.*
7. *Calculating the weight of steel.*
8. *Calculating requirements and factors to plan and design the specification of the civil work required.*
9. *Make various schedule required to the work in excel.*
10. *Computer literature and conversant with MS office suite ad relevant engineering software packages.*

*TECHNICAL QUALIFICATION:*

*3 year s Diploma in Civil Engineer ing from the Punjab State Technical Education and Industrial Training in 2012. (Also attested from UAE Foreign Affairs)*

*2 Year s ITI in Dr aughtsman Civil from Punjab State Technical Education and Industrial Training.*

*COMPUTER SKILLS:*

*1 . Auto CAD 2D (Computer added and design) from MSME-Tool Room, Ludhiana. 2 . Microsoft Excel*

*3 . Microsoft word*

*4 . Internet & Email*

*5 . Window and software installation.*

*LANGUAGES SKILL:*

*English Fluent in Reading, Writing and Speaking.*

*Hindi Fluent in and Industrial Training*

*Arabic Fluent in understands.*

*Punjabi Mother Lounge.*

*REFFERENCE*

*I assure you that I will complete your all work on before your time with a very good manners.*