To,

The Administration Manager

**Subject : Application for the Post of AutoCAD Operator.**

I would like to present my credentials for a possible employment in your esteemed organization for the post of **AutoCAD Operator.**

I would like to introduce myself, as \***Sajjaduddin**\* as an AutoCAD draftsman, I am a student of Indo British Academy Hyderabad Regd. I have more than Eight years of Technical experience in Engineering, design, drafting, and other related works. I am capable of producing As-Built drawings, for Architectural, Interiors, Plumbing, Fire Fighting, Electrical, Power and Low Voltage shop drawings etc.

I am young, energetic, and hardworking with good communication skills, and record of having commitment, dedication to prove my excellence.

Please find herewith attached Curriculum Vitae, with complete details of my qualification and experience, I am looking forward to receive a favorable response from your end.

Thanking you,

Yours sincerely,

**Sajjaduddin**

Email: [sajjaduddin.370781@2freemail.com](mailto:sajjaduddin.370781@2freemail.com)

## **OBJECTIVE:**

*To obtain a challenging position that utilizes my skills, abilities and educational background in an environment where talents are appreciated, efforts are rewarded and personal growth is encouraged.*

## **EDUCATIONAL QULIFICATION:**

**(S.S.C/10th)**

*From: Government Boys High School, Hyderabad.*

**(Intermediate/Senior Secondary School/12th)**

*From: National Open School. (Govt. of India) New Delhi.*

## **TECHNICAL SKILL:**

1. **Diploma in Civil Draughtsman.**

From: Indo British Academy, Hyderabad.

1. **Diploma in Architecture.**

From: Indo British Academy, Hyderabad.

1. **Diploma in AutoCAD, Rel. 2000. Familiar with Higher Versions Eg: 2013.**

From: SIS Institute of computer sciences, Hyderabad.

1. **Diploma in Micro Station .**

From: Best Software Engineers Private Limited, Hyderabad.

## **PROFESSIONAL EXPERIENCE:**

Eight years of Technical experience in Engineering, design, drafting, and other related works. And capable of producing As-Built drawings and shop drawings for Architectural, Interiors, Plumbing, Fire Fighting, Electrical, Power and Low Voltage etc.

## **WORK EXPERIENCE*:***

### Organization : *Private Affairs of the Custodian of two Holy Mosques.*

From: March, 2004 to till date.

* **Position :** AutoCAD Draftsman
* **Responsibilities :**
  + Drafting of Interior and Architectural designs.
  + Producing layout drawings.
  + Producing co-ordinate services drawings.
  + Co-ordinate with senior engineers.
  + Producing Conceptual drawings, Plans, Elevations.
  + Sections and working drawings for civil work.
* Preparation of Shop Drawings, Revision and coordination of various systems drawings.
* **Organization :** *Eman Shaban Architects & Interior Designer.*

From: August, 2009 to August, 2010.

* **Position :** AutoCAD Draftsman
* **Responsibilities :**
  + Prepration of Architectural and Shop drawings.
  + Preparation of Working drawing and Detailing.
  + Detailing of working drawings for columns, Beams & other details.
  + Preparation of all kinds of Plans, Sections & Elevations.
  + Preparation of Isometric view, Prospective view & One Point view.
  + Preparation of Floor plans, Elevations, Furniture plans, reflected ceiling, lighting plans, and Details.
* **Organization :** *Abdullah Rashwani for Projects Establishment*.

From: September, 2010 to September, 2011.

* **Position :** AutoCAD Draftsman
* **Responsibilities :**
  + Preparing drawings for all kind of discipline.
  + Working drawing for execution.
  + Preparing shop drawings and as-built drawings for approval from the Consultant.
  + Calculate the quantities of the given plan using AutoCAD software.
* **Organization :** *Form Consultant.*
  + From: June, 2002 to June, 2003.
* **Position :** Manual Draftsman
* **Responsibilities :**
  + Preparing drawings for all kind of discipline.
  + Working drawing for execution.
  + Preparing shop drawings and as-built drawings.
  + Prepare drawings for submission in Municipality.
  + Prepare Blue prints/Ammonia prints.

## **PROJECTS INVOLVED IN SAUDI ARABIA:**

* Move ‘n’ pick Multistory Building on King Fahad Road.
* Steak House Restaurant in Olaya.
* Pizza Inn Al-Hasa Street Malaz.
* King Abdulaziz Public Library Khurais Road.
* Al-Waseel Tower in Olaya.
* Mosque Yara in Khamis Mushait.
* Mosque Princess Johara Bint Turki Near King Fahad Road.

## **KEY STRENGTH:**

* Having technical experience in (C.A.D) Computer Aided Drafting.
* Good knowledge of Office Automation.
* Good grasping power and understanding capacity.

* Excellent communication skills with ability to communicate at all levels.
* Good conversation and writing skills.
* Hard working and sincerity.
* Self motivated, self initiative, and a team player, creative and innovative.
* Possess leadership qualities, ability to work independently & also part of a team

## **COMPUTER KNOWLEDGE:**

* MS-Office 2007.
* Photoshop CS4.
* Coral Draw 12.
* Micro Station.
* AutoCAD 2011.
* Internet and Email (Browsing/Managing Email Accounts).

## **PERSONAL DETAILS:**

* **Nationality** : *Indian.*
* **Date of Birth** : *20/01/1977*
* **Marital Status**  : *Married.*
* **Current Location** : *Riyadh.*
* **Iqama No.** : *2203433202*
* **Iqama Status** : Non-*Transferable.*
* **Driving License** : *Valid Saudi Driving License.*
* **Language Known** : *English, Arabic and Urdu.*

## **DECLARATION:**

I hereby declare, that the above information is true and correct to the best of my knowledge & Believe.

**(Sajjaduddin)**