**COVER LETTER**

**To,**

**Human Resources & Admin. Dept.**

**Sub:** **Seeking position for AutoCAD Draughtsman**

Dear Sir,

I have 8 years of GCC experience & over the years developed well-rounded communication skills, worked under extremely tough conditions, and built a great ability to cope with stress and yet achieve my goals.

I consider my ability to work under stress in challenging environments an asset in today's fast paced international climate.

In addition, I'm a very ambitious person, seeking the opportunity to both prove and improve myself; I have faith in my abilities and trust my qualifications.

I hope my qualification meet the demands and requirements your organization seeks, and look forward to the possibility of having promising and rewarding relationship with you.

Sincerely yours

**Saad**

**Email: saad.374554@2freemail.com**

**CURRICULUM VITAE**

**Saad**

Nationality: Indian

Status: Married

**OBJECTIVE**

* Seeking an excellent level position preferably in all Engineering and manufacturing Technical sector, where my knowledge & skill can be tapped for mutual benefit together with career growth. I can easily get along with my peers self – initiative, winning and adaptive attitude on professional challenges keeping up the professional ethics.

**AREA OF INTEREST**

* Design and Construction.

**WORK EXPERIENCE**

* **Structural Draftsmen– Al Muhaidib Contracting Company KSA**

**Taiba University Hospital Project Madina Munawara (Feb 2015 till date)**

* Developed structural shop drawings for columns, foundation & staircase Cad drawing delivery on time committed for site execution.
* Interact with site and clarify the doubts to contractors pertaining to drawings.
* Drawing list preparation.
* Daily work report and time charting.
* Made adjustments and changes to a variety of detailed drawings as necessary.
* Prepared Slab & Beam Reinforcement.
* Drawing Slab & Beam sections.
* Preparing Bar Bending Schedule (BBS) from the drawings.
* Preparing As Built drawings.
* Co-ordination of Architectural drawings with Structural drawings.

* **Architectural & Structural Draftsmen – Yasser Hejazy Engineering Consultants Jeddah (Dec 2012 to Jan 2015)**

Projects Handled:

*1..Da’em Residential Towers*

* Develop Structural drawings for 14 storied Residential Tower.
* Prepared drawings for Column & Axis, Raft foundation, Form work, Roof Framing Plans. Shop drawings for Columns, Footings, Beams, and Slabs etc.
* Prepared Bar Bending Schedule from the Drawings.
* Drafts Plan and detailed drawings for Underground Water Tanks, Septic Tanks, Sump pits, Lift Pits and Swimming Pool etc.

*2.Al-Mutlaq Headquarters (RIYADH)*

* Prepared column & axis drawings, slab on grade, Raft Foundations and slabs reinforcement.
* Prepare structural shop drawings and As Built drawings.

* **Structural Draftsmen – Talal Yahya & Associates Consultants. Jeddah (May 2009 to Nov 2012)**

Projects Handled:

*1. Residential Villas*

 Develop Structural drawings for Baladia & Construction of around 10 villas, coordinating with project managers & other discipline.

* *Compounds.*

 Develop structural drawings for housing compounds like Sharbatly & Rabigh (Jeddah).

* *Factories.*

 Prepare structural drawings for Mada Gypsum Factory & Al-Hamrani Red Brick Factory.

**EDUCATION**

 **Bachelor of Commerce (B.com)**

Osmania University, Hyderabad.

(2005-2008).

 **Pre-Degree**

Pre degree from Board of Intermediate Hyderabad.

**SKILLS AND COMPETENCE**

* Good Communication Skills
* Excellent Interpersonal Skills and a Professional telephone manner
* Proficient in AutoCAD, Revit, email, spreadsheets and database
* Able to react quickly and effectively when dealing with challenging situations

**Declaration**

* I hereby clear that the above written particulars are true to the best of my knowledge and belief. I will work in your firm with honesty and hard work.