Dear Sir/Madam

**Application for the Post of AutoCAD Draftsman**

I am very glad to apply your company for the post of AutoCAD Draftsman. Herewith I enclose my Curriculum Vitae for giving sufficient details about my career with educational and professional Achievements for your reference. I have one year experience in this same field and I am a professional AutoCAD Draftsman who would be an excellent choice for this position.

I assure that I would be sincere to do my duties and would contribute in other activities for improvement of this organization for your entire satisfaction, have an ability to grow up the job, handle responsibility and build positive relationships with work colleagues at all levels. My past employer was very satisfied with my work rate and I am confident that I can bring the high performance to your company which is already mentioned in my attached updated resume, who knows how to set goals and achieve them, and have a proven track record of being able to conceive, develop & execute strategies. I hope that you will look favourably upon my application by recognizing my enthusiasm, talents in the field of AutoCAD Draftsman and my future potential. I would dearly like to further discuss the scope of this position and would welcome the chance of a meeting.

Kindly find my attached updated resume.

Yours sincerely,

**RAIHAN**

**E-mail:** [**raihan.374811@2freemail.com**](mailto:raihan.374811@2freemail.com)

**DUBAI, UAE**

**RAIHAN**

**AUTOCAD DRAFTSMAN (2D, 3D)**

**E-mail:** [**raihan.374811@2freemail.com**](mailto:raihan.374811@2freemail.com)

**DUBAI, UAE**

**Job Objective:**

I am an enthusiastic and professional Drafter, who enjoys being part of, as well as leading, a successful and productive team. More than **1 year** experience in Tashgeel Engineering & Project Management experience Drafting, Manufacturing process, civil construction and excellent Management skill.

**Key Roles and Responsibilities:**

* Preparing layout Drawings (**Civil, Architectural )**
* Preparing Shop Drawings (**Civil, Architectural )**
* Preparing As-Built Drawings.
* Good working experience in **2D, 3D**.
* Preparing technical drawings and plans.
* Survey of project site and revision/ updating of project drawings.
* Preparing to **ISOMETRIC** Drawings.

**Professional Experience:**

* I have one year Experience in Doha, Qatar
* Worked as in **Tashgeel Engineering & Project Management.**

**PROJECT: - 50 VILLA PROJECT LUSSAIL, QATAR.**

**PRIVATE RESIDENTIAL PALACE MESSILA, QATAR.**

**Duties and Responsibility:**

* Draft and prepare layout drawings of the given structures, components and devices.
* Preparing Shop Drawings & AS Built drawings.
* Preparing Detailed & Specification Drawings.
* Preparing Architectural, Civil & Structural drawings also.
* Excellent knowledge in CAD & Building Construction in all aspects and interest in civil areas.
* Produce draft designs and specifications. according to the given
* Assist and coordinate with designers and engineers.
* Quick learner of modern technologies and good team player with leadership skills.

**Professional Qualification:**

* I have successfully completed Professional **DIPLOMA IN AUTOCAD WITH BUILDING STUDIES AND (Engineering Draftsman)** course of **BCAS** (British College of Applied Studies)
* **Certificate in Construction Technology & Proficiency in English**

Successfully course completed at British College of Applied Studies, Sri Lanka.

**Educational Qualification:**

* Completed G.C.E Ordinary Level Examination(2010)
* Successfully completed GCE (A/L) – (2013)

**Competent Literacy:**

**Drafting & Designing** : Competent Knowledge in all versions of AutoCAD, Revit & 3ds Max

Computer Skills

* AutoCAD 2D,3D
* 3ds Max (Basic)
* Revit Architecture (Basic)
* Lumion
* Microsoft office
* Adobe Photoshop
* Windows, Software installation and System troubleshooting.

**Language Known:**

* Fluently speaking and writing English, Tamil

**Personal Profile:**

Name in full : Raihan

Date of Birth : 21st of November 1993.

Nationality : Sri Lankan

Gender : Male

Civil status : Single

E-mail : [raihan.374811@2freemail.com](mailto:raihan.374811@2freemail.com)

Visa Status : Visit Visa / Tourist Visa valid 27 January 2018

I do herby certify that the forgoing particulars are true and accurate to the best of my knowledge and belief.

**Raihan**