**RESUME**

**KAJA**

**Email id:** kaja.3816565@2freemail.com

**Applying for the post of HVAC DRAFTSMAN**

Career objective

I am the person of precious Nature and I believe in discipline, honesty &loyalty as well looking for professional challenging career, which will provide opportunity for continuous growth and learning with a dynamic organization, which values individual contribution.

NATURE OF JOB

Strong working knowledge of AUTO CAD,Preparation all types of mechanical shop drawing.

 JOB RESPONSIBILITY

* Operating knowledge of, AUTODESK 2016
* Preparation of all Mechanical shop drawings based on AUTO CAD soft wares.
* Preparation of HVAC shop/detail drawings and as built drawings.
* Preparation of bottom of duct & level of pipe.
* Preparation of Fit-out shop drawing details.
* Ensures and maintains quality for finished drawings.
* Prepares drawing required for government permits and utility companies, Documents controls.

**Academic qualification**

* **DIPLOMA IN MECHANICAL ENGINEERING**:Completed the Year of Dec-2008.
* SECONDARY SCHOOL LEAVING CERTIFICATE: Year of March – 2005

**ADDITIONAL SKILLS**:

 AUTO CAD, MS OFFICE, OS (WINDOWS RELEASE),

**Experience Profile in Saudi Arabia**

**DESIGNATION** : **HVAC DRAFTSMAN,**

**COMPANY** : Saudi Mechanical Industries co., Riyadh, KSA

**DURATION** : Nov-2012 to Dec-2014.

**ROLES AND RESPONSIBILITY**

* Site survey, inspection of existing HVAC system.
* Preparation of schematics diagram for ducting and preparation of duct section details.
* Preparation of new duct routing.
* Duct design and routing following smacna rules.
* Sizing of duct supply and return airflow, Exhaust, chilled water pipe.

**Experience Profile in India**

* **DESIGNATION** : **AUTO CAD DRAFTSMAN**

**COMPANY** : Craftsman-Automation Pvt., Ltd., Coimbatore & Jamshedpur

**DURATION** : Jan -2009 to Oct-2012

* **DESIGNATION** : AUTOCAD INSTRUCTOR

**COMPANY** : HELLO COMPUTER EDUCATION

**DURATION** : JAN-2015 TO MAR-2018

**ROLES AND RESPONSIBILITY**

* DRAFTING Automobile engine head and block.
* DRAFTING ALL TYPES OF MECHANICAL PARTS.
* AUTO CAD TRAINING TO THE STUDENTS.
* BATCHLEVEL AUTOCAD CLASSES WILLBE TAKEN

**PERSONAL DETAILS:**

**DATE OF BIRTH :** 23.04.1989

**MARITAL STATUS :** MARRIED.

**NATIONALITY :**INDIAN.

**LANGUAGES KNOWN :** TAMIL, ENGLISH, HINDI AND ARABIC.

**VISA STATUS : VISIT VISA**

**PASSPORT DETAILS:**

**Date of Issue :** 28-02-2011

**Date of Expiry :** 27-02-2021

**Place of Issue :** MADURAI.

**Declaration:**

I hereby declare that all the above information are true to the best of my knowledge.