

ATHIRA SHAJI

ARCHITECTURAL / STRUCTURAL DRAFTSWOMEN

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SUMMARY

Obtained a Bachelor degree in Civil Engineering. Worked as AUTOCAD Draft / Design Engineer for various projects in Abu Dhabi, India & Qatar. Well-versed in project estimates, drafting, detailing, scheduling and coordinating. Desires a challenging role where I can fully use my skills for the success of the organization.



EXPERIENCE

ARCHITECTURAL DRAFTSWOMEN

AGHAZ CONSTRUCTION COMPANY, QATAR *Mar 2022 - Present*

- Manage and coordinate the structural steel design with the team and management.
- Prepare feasibility studies, shop drawings, bill of order, and also prepares as built drawings.
- Develop conceptual designs and detailed drawings using computer-aided design (CAD) software.
- Creating drawings based on verbal instructions from a project manager or engineer.
- Explaining technical concepts to clients during meetings with architects, engineers, contractors or other team members.
- Using computer aided design software to create drawings on drafting boards.
- Maintaining detailed records of work performed and materials used in each project.
- Creating drawings of architectural designs and sketches of building plans and structures.
- Prepare shop drawings and bar bending schedules for fabrication as well as provide the required fixing details.

ARCHITECTURAL DRAFTSWOMEN

ELIXIR CORPORATES *Mar 2021 - Aug 2022*

- Review plans and implement the requirements in shop drawings.
- Preparing shop drawings and bar bending schedule for fabrication.
- Reviewing the construction plan and designs and raising RFI for discrepancies.
- Preparing shop drawings and bar bill of quantity efficiently to ensure accuracy and quality.
- Keeping track of the called materials based on job orders.
- Documenting any changes in the designs and updating drawings.
- Preparing shop drawings based on priorities and makes changes to the drawings according to the clients perspectives.



SKILLS

AUTO CAD 2D , 3D	■ ■ ■
Revit	■ ■ ■
Quantity Take-offs / Survey	■ ■ ■
Microsoft Office tools	■ ■ ■
3DS MAX	■ ■ ■



EDUCATION

Bachelor of Civil Engineering (BE)
Anna University, Chennai INDIA.
Jun 2012 - Jun 2016

Master Diploma in Building Design
CADD Center, Thiruvalla, IND
Jun 2016 - Jan 2017



LANGUAGES

English	■ ■ ■ ■ ■
Hindi	■ ■ ■ ■ ■
Malayalam	■ ■ ■ ■ ■
Tamil	■ ■ ■ ■ ■



INDUSTRY

CIVIL CONSTRUCTION
STEEL / STRUCTURAL ENGINEERING



COUNTRY WISE EXPERIENCE

- UAE
- INDIA
- QATAR



CORE COMPETENCIES

STRUCTURAL / ARCHITECTURAL DRAFTSWOMEN

CICON STEEL REBAR SOLUTION, UAE Apr 2018 - Mar 2021

- Produce accurate and detailed rebar placing drawings that conform to industry and company standards for various structures; to include the material list for shop fabrication.
- Coordinate and assist with customer accounts by scheduling material and deliveries, along with conducting any research of field problems, detailing, fabrication, and/or changes to scope of work.
- Maintains a desirable work area and accurate documentation of records for each job.
- Drawing detailed layouts and revise changes to drawing upon checker approval.
- Generate structural detail drawings from design drawings for fabrication using detailing software.
- Coordinate with the builder and customer in case of any site revision, modification or rectification.
- Collate verification and queries if any and coordinate with the builder and customer.

Time Management

Team work

Interpersonal Skill

Detail Oriented

Problem Solving



PROJECTS

QTI- AL UDEID PERIMETER WALL AND GUARD HOUSE QATAR (ELITE ENGINEERING COMPANY)

ANSAR GALLERY - Proposed Warehouse for Storage - Al Wakra, Qatar.

Reem Mall,
Abu Dhabi.

Al Fujairah International Airport Expansion,
Abu Dhabi.

Deira Mall, The Palm Deira
Dubai, UAE

Prudential Towers, Jumeirah Village
Dubai, UAE

Media Zone Development
Abu Dhabi, UAE.

Emirates National School Complex & Staff Accommodation
Dubai, UAE



PERSONAL INFORMATION

GENDER : FEMALE

DOB :04/08/1994

VISA STATUS : (QID)TRANSFERRABLE WITH NOC

QID VALIDITY : 03/03/2024

CURRENT ADDRESS

MADINAT KHALIFA (SOUTH) DOHA, QATAR.