

From : UL. Mohamed Irfan  
To : Human Resource Manager / Recruitment Officer

Dear Sir / Madam,

**APPLICATION FOR THE POST OF CIVIL DRAFTSMAN**

I am an enthusiastic highly motivated **Civil Draftsman** with an excellent working knowledge of construction field also pro-active Team member with experience of major construction project. I have gained more than **Eight years'** GCC experience as **Draughtsman with advance IT Skills** in Construction Industry as well as sound knowledge of contract administration, diversified experience in Highway Road and Infrastructure, Utility, High Rise Building project, Architecture Design and duties on various projects in disciplines.

Herewith I am enclosing my CV for your kind consideration and I assure that I will render my services to the best of my effort and skills to your esteemed organization with the hard-working skills, currently I am looking for an opportunity to prove my worth in your organization.

**Your favorable response to me in this regard will be highly appreciated.**

Thanking you

Yours truly,  
Uthumalebbe Mohamed Irfan  
Doha-Qatar.



# UTHUMALEBBE MOHAMED IRFAN

## Auto Cad Draughtsman

DOHA, QATAR

Tel: +974 66440787

[ulmirfan@gmail.com](mailto:ulmirfan@gmail.com)

### Short Profile

**Short Name:** Mohamed Irfan

**Nationality:** Sri Lankan

**Gender:** Male

**Marital Status:** Married

**License Status:** Qatar License

**Visa Type:** Working Visa  
With NOC

**Language:** English, Tamil  
(Hindi, Malayalam)

### Career Focus

To coordinate projects from initial inception through designing to complete the construction Draughtsman with excellent CAD experience and the ability to create client drawings and maintain the drawings and documentation systems as a Civil & Infrastructure, Utilities, Electrical Lighting, GIS, LV, MV, High Rise Building, Architecture Drawing Auto Cad Draughtsman. (Civil 3D, Revit)

### Work Experiences

#### 1. Auto Cad Draughtsman:

**Dorex Engineering**

**Sub Contactor**

**Qatar- Al Khor Expressway**

**Road Project - P60**

**Nov 2018 to Present**

### Responsibilities

Draftsman with experience in many aspects of Road & Infrastructure, Structure works. wet & dry Utilities Net Work Drawing Co-ordinates Preparer. CCTV, Vodafone, Ooredoo, Qaf, Ugn, Road Crossing, Cross Section and Kaharamaa Lv, Mv GIs Shop Drawing with in as built drawing. Of good working.

#### 2. Auto Cad Draughtsman:

**Larsen & Toubro Limited**

**Main Contactor**

**Qatar- Al Wakrah Bypass**

**Road Project - P015**

**Jan 2016 – Aug 2018**

1. A Land Draftsman with experience in many aspects of Road, Infrastructure & Structure works. Storm water, Landscape, Bridge and All Utility Net Work Drawing Co-ordinates Preparer. Fixing control points Co-ordinates, alignment, setting out works, Stockpile Area (Civil 3d) & as built drawing. (Use for Lisp Command) I am work in surveyor's department of good working.

#### 3. Draughtsman in MEP:

**Watts & Water Engineering**

**Sub Contactor**

**Doha – Qatar**

**April – Sep 2015**

2. Altering on exist coordination drawing by replacing errors. Also working with IFC Drawings, Electrical Drawing, Isometric Drawings, and Systematic Diagrams.

#### 4. Auto Cad Draughtsman:

**Jeezan Trading and Transport**

**Sri Lanka**

**Feb 2014 – Feb 2015**

3. Preparation for shop drawing by provided details.  
3.1 Prepare works for drawings & details such as general arrangement, core wall drawings, plans, elevations, block works, tiling layout, as-built drawings, MEP, structural, detailing, landscaping and all architectural drawings.

#### 5. Assistant for Officers:

**USAID – Sri Lanka**

**May 2007 – Oct 2008**

4. Assist with filing of documents to transfer from tables to relevant file tracks.  
4.1 Maintaining stocks of stationary items, also maintain with computer accessories.  
4.2 Obtain and other refreshments for staff in the morning and the afternoon.

<p><b><u>Professional Trainings</u></b> <i>Sri Lanka</i> <b>2011-2014</b></p>	<ul style="list-style-type: none"> <li>• Successfully completed National certificate in engineering draughtsman ship NVQ level 4 in technical college.</li> <li>• Successfully completed Diploma in Auto Cad at Computer Learning Center.</li> <li>• Successfully completed Certificate in MEP Drafting.</li> <li>• Successfully completed the CCTV, Intercom, Network and wireless installation workshop.</li> <li>• Successfully completed Data Entry Operator.</li> </ul>
<p><b><u>Skills &amp; Abilities</u></b></p>	<ul style="list-style-type: none"> <li>• Proficient in AutoCAD application from AutoCAD 2021 to versions.</li> <li>• Work from rough sketches and specifications created by engineers and architects</li> <li>• Prepare engineering drawings that detail plans and specifications</li> <li>• Prepare multiple versions of designs for review by engineers and architects.</li> <li>• Work under the supervision of engineers or architects</li> <li>• Draft and prepare layout drawings of the given structures, components and devices.</li> <li>• Produce draft designs and diagrams according to the given specification</li> <li>• Prepare drawings and diagrams for electrical devices and installations.</li> <li>• Revise drawings and layouts to accommodate changes and enhancements.</li> <li>• Knowledge in Microsoft Office Application</li> </ul>
<p><b><u>Computer Literacy</u></b></p>	<ul style="list-style-type: none"> <li>• Proficiency Use</li> <li>• Excellency use of Microsoft office package, Internet and E-mail and Microsoft outlook.</li> <li>• Familiar with package of construction software</li> <li>• Auto CAD 2D Drawing &amp; 3D Modeling</li> <li>• Successfully completed Data Entry Operator</li> <li>• Practical knowledge in Microsoft windows, 10, windows Vista and Ms- DOS Operating System.</li> </ul>
<p><b><u>Extra-Curricular Activities</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Senior prefect</b> at STR/Darussalam High School</li> <li>• Attending seminar and soft skill work shop related career training &amp; development</li> <li>• 1<sup>st</sup> place in divisional meeting cricket and volleyball at organization by national youth service council</li> <li>• Participated in First Aid programs.</li> <li>• Participating in a leadership training program in AL-Ihsan foundation.</li> </ul>

I do hereby declare and affirm that the above particulars furnished by me, are true and accurate to the best of my knowledge.

U.L.M. Irfan

(References are available upon Request)