

MIGUELITO V. BELTRAN I

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POSITION DESIRED

Auto CAD Operator/Draftsman/Designer

OBJECTIVE

A hard working person who loves his work and eager to learn more, self-motivated, accept directions and willing to invest time and effort necessary to complete a task and to contribute to the success of the company.

WORK EXPERIENCE

Target Rotary / QBC (Doha Qatar)

MEP CAD Draughtsman/Designer

Feb 27, 2011 up to May 15, 2023

Duties and Responsibilities:

- Preparing Combined Services Layout and Sections Layout drawings.
- Preparing from Builders Work to Shop drawing up to As-built drawings as per site condition.
- Checking the output CAD drawings according to the Engineer's comments/corrections.
- Mechanical, Electrical, Public Health, and Combined Services Autocad Encoder.
- Verifies that all CAD inputs and corrections are correct and done within the quality assurance and CAD standards specially with Ashgals and Kahramaa requirements and standards
- Helping Estimator Engineer for the preparation of BOQ (Bill of Quantities) based on drawings provided

Projects Involve:

Laffan Precast Factory, Laffan Pipe Factory, Laffan Resin Factory
GTC269, GTC299 Al Wukair and Al Wakrah Reservoir Pumping Station
Duhail and Umm Qarn Reservoir Pumping Station
NDIA (New Doha International Airport)

WSP ASIA (Philippines), Inc.

MEP CAD Draughtsman/Quality Control

August 2007 up February 2011

Duties and Responsibilities:

- Assist the team leader in setting up the engineers mark up using Autocad program.
- Sustains good quality of works in accordance with WSP or Client's CAD Standards and in compliance with the requirements of the projects.
- Checking the output CAD drawings according to the Engineer's comments/corrections.
- Mechanical, Electrical, Public Health, and Combined Services Autocad Encoder.
- Verifies that all CAD inputs and corrections are correct and done within the quality assurance of the company.

Projects Involve:

UK Projects: RBS (Royal Bank of Scotland)
North Staffs
UK Supreme Court
The Shires Leicester
Hummersknott School
Al-Shaquab
Stansted International Terminal Expansion
Walsall Manor Hospital
55 Mansell Street

T5 CIP Lounges
PSDA Site 12 & 13
Gosh Infrastructure
Netcare Preston
Ninewells Hospital
DC3 Broadlands Laurel Farm
Park Street
Princess Quay Hull
High Street Hounslow

KINDEN PHILS. Inc.

CAD Operator
Sept 2006 – July 2007

Duties and Responsibilities:

- Preparing Combined Services Layout and Sections Layout drawings.
- Preparing Builders Work Layout drawings.
- Preparing Electrical Mechanical Layout drawings.
- Provides related shop drawings showing all utilities and the corresponding information/details

Projects Involve:

IMI - Technopark Laguna
FORD - Technopark Laguna
WACKER – FCIE Cavite

Will Decena & Associates

CAD Operator/Designer
March 2005 – Sept 2005

Duties and Responsibilities:

- Maintains versatility in all types of CAD works that includes individual service drawings and details.
- Architectural, Structural, Shop Drawings, Planning and Detail Encoder
- Preparing Builders Work Layout drawings.

Projects Involve:

Globe Tower – Bonifacio Mandaluyong City
Greenbelt 4 and Glorietta – Makati City
Ayala Museum – Makati City

Ega Reformado Green Architecture

Documentation/CADD Operator
July 2003 – Aug 2004

Duties and Responsibilities:

- Conduct site inspection and prepare necessary reports
- Architectural planning encoder using 2D Autocad software
- Structural detail encoder using Autocad software

EDUCATIONAL BACKGROUND

Tertiary: ***BSIT (Major in Architectural Drafting)***

University of Makati
1999-2005 (Under Graduate)

Vocational: ***MICROCADD LEARNING CENTER***

Nov. 12 2006 – Jan 21, 2007
(Autodesk 3D Viz, 3D Animation, 3D Rendering)

Secondary: ***Benigno ‘Ninoy’ Aquino High School (Makati)***

1995-1999

Elementary: ***Comembo Elementary School (Makati)***

1989-1995

PERSONAL DATA

Nickname: Toots
Sex: Male
Date of Birth: November 5, 1981
Height: 5'5"
Weight: 115 lb.
Nationality: Filipino
Civil Status: Married

SKILLS AND CAPABILITIES

- Expertise in AutoCAD Drafting, Designing
- Knowledge in some Autodesk design Softwares such as Revit and 3D Viz
- Expertise in any Microsoft Windows Application
- Could work Manually and Mechanically
- Could work effectively during time pressured projects
- Pencil/Ink drawing and sketching
- Oil paint/water color painting
- Part time musician performer (drummer, percussionist)
- Photographer/Graphic Artist (Hobbiest Only)
- Ability to cook Filipino dishes

AWARDS RECOGNITION RECEIVED

Elected as a College Governor (Student Council)

University of Makati
2002 – 2004

Elected as a Founding Chairman

Organization of Musician's for Peace
University of Makati
October 2001

1st Prize Winner

PERSDC Logo Making Contest
University of Makati
September 2000

Successfully Completed the ADIDAS 5K Run

Manila Philippines
November 2000

Best Drummer

University Battle of the Bands
University of Makati
November 2000

Nominated for Science Brain Twister

Natural Science Department
University of Makati
September 1999

1st Prize Winner

On the Spot Painting Contest
AFP Fort Bonifacio
February 1996

SEMINARS/TRAININGS ATTENDED

Revit Design Training

WSP Asia Phils. Inc

October 2008

Basic Occupational Safety and Health

University of Makati

February 2002

Habits of Personal Effectiveness

University of Makati

February 2002

CHARACTER REFERENCES

Available upon request

I hereby certify that the above information is true and correct to the best of my knowledge and belief

Miguelito V. Beltran I
Signature