

# CURRICULUM VITAE

## KHURRAM SALEEM

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Doha, Qatar

**POST APPLIED FOR: AutoCAD Draftsman, Interior Designer & Infrastructure Design Specialist, Quantity Surveyor**

### OBJECTIVE

Dynamic and detail-oriented professional with extensive experience in infrastructure planning, technical drafting, and urban development. Proficient in AutoCAD, ArcGIS, and SketchUp, with a strong focus on delivering innovative and sustainable design solutions. Adept at collaborating with cross-functional teams, conducting site surveys, and ensuring compliance with safety regulations and project specifications. Committed to contributing to high-quality, impactful infrastructure projects that drive sustainable urban growth.

### WORKING EXPERIENCE

- INFRASTRUCTURE DESIGN DRAFTSMAN & QUANTITY SURVEYOR**

**AL SAFWAN BUILDING MAINTENANCE AND SERVICES**

Feb 2024 – Current

Location:Doha, Qatar

**Skills utilized :**

Quantity Surveying	BOQ Preparation	Cost Estimation
Foreman	Plan reading	Labour Management
Client Interaction	Site Surveying	Inventory
Report Compiling	Reporting	AutoCAD

**Description:** Right now during my time in AL SAFWAN. I am responsible for the Quantity Surveys and Estimations of different construction projects mostly of the residential and maintenance. And sometimes I am also responsible for managing labor and work on construction and manage projects as a Foreman.

- Infrastructure Design Draftsman**

**SPOTLESS DESIGN AND CONSULTANTS Pvt. Ltd**

Jul 2022 – Feb 2024

Location: Lahore, Pakistan

**Skills utilized :**

AutoCAD Drafting	GIS Mapping (ArcGIS)	BOQ Preparation
Infrastructure Planning	Site Surveys & Survey Supervision	
Report Compiling	Data Analysis on Excel	

**Description:** During my work in Spotless Design. They give me many projects of different natures. Due to this I was able to utilize my skills in softwares like AUTOCAD & ARC-GIS. Through this company I got the 1 week survey supervision contract from MM Pakistan (Pvt)

Ltd, where I hired 11 surveyors for survey supervision and supervised the transportation surveys of KOT ADDU ( MUZAFFARGARH). This company also leverages my skills by entering all the data on excel and to run different analyses. They involve me in many projects of designing housing schemes and also infrastructure for them on AUTOCAD. And in generating maps of ARC-GIS.

- **AUTOCAD ELECTRICAL DRAFTSMAN & ROAD SITE SURVEYOR**

**AHMED CITY (RAJPOOT ESTATE)**

Oct 2018 – July2022

Location: Lahore, Pakistan

**Skills utilized :**

Electrical Drafting	Road Site Surveying	Quantity Take-offs
Street Lighting Design	Site Assessments	Plot selling and Buying
House plan Designing	Document Controlling	3d Modeling on SketchUP
AutoCAD Drafting		

**Description:** During my work in AHMED CITY. I Started as a road surveyor and then as a supervisor for the cut and fill of sand for road paying. After that I was shifted indoors in Office and new responsibilities were added like client dealing for buying and selling plots for negotiating the most profitable rates. And Drafting house plans and modeling them 3D on SketchUP and preparing BOQ for it. And taking all the records of the office documents. And also drafted the lighting infrastructure for the society.

## **ROLES & RESPONSIBILITIES**

- Designed and drafted detailed electrical plans for street lighting systems, ensuring compliance with safety regulations and project specifications.
- Conducted site surveys and assessments to collect data for the development and optimization of street lighting infrastructure.
- Managed the implementation of street lighting projects, coordinating with engineers and contractors to ensure accurate installation and functionality.
- Analyzed and optimized existing street lighting setups to improve visibility and safety, based on traffic patterns and environmental considerations.
- Conducted quantity take-offs from architectural and engineering drawings to estimate materials, labor, and equipment costs for construction projects.
- Conducted research, feasibility studies, and engaged with stakeholders and community members to gather input and feedback on proposed urban projects and developments. Planned infrastructure development plans for future business proposals in the assigned area. Done surveying, Geo- referencing, Partial mapping, infrastructure planning, attribute filling, and BOQ calculation.
- Analyzed demographic data, land use patterns, and infrastructure to inform comprehensive urban planning strategies and policies.
- Developed detailed plans for land use, transportation, housing, and community development that aligned with regulatory requirements and community needs.
- Created detailed 3D models of urban environments, buildings, and infrastructure using SketchUp.
- Collaborated with architects, engineers, and developers to integrate 3D models into urban planning projects and construction designs.

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## TRAININGS AND INTERNSHIPS

### **MASTER PLANNING EXERCISE**

**INSTITUTION:** University of Management & Technology

Location: Sialkot, Pakistan

Practiced in master planning exercise of the city of Sialkot, in this we do literature review of the whole city analyzing existing master plan, do surveys, Partial Mapped city, run analysis and propose a new master plan for the city of Sialkot. Engaged stakeholders and community members to gather input and feedback on urban planning initiatives, ensuring inclusivity and transparency.

### **Intern Project Coordinator**

**INSTITUTION:** Lahore Development Authority

Location: Lahore, Pakistan

During my time in Development & Regulatory government authority, I analyze the design evaluations and structural plan approval process. Conducted site visits to insure construction according to legal codes.

### **TRANSPORTATION SURVEY SUPERVISION**

**INSTITUTION:** MM Pakistan (Pvt) Ltd

Location: Muzaffargarh, Pakistan

Led a team of 11 surveyors on Traffic and Transportation Surveys for Land use & Zoning Plans, Phase - 1: Package VI Muzaffargarh, commissioned by the Local Government of Punjab. Implemented Digitalization process to enhance the accessibility and analytical capabilities of survey data.

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## EDUCATION

### **BACHELOR INCITY & REGIONAL PLANNING** – 4 Year

University of Management & Technology

Lahore, Pakistan

### **INTERMEDIATE** – 2 Year

Board of Intermediate & Secondary Education

Lahore, Pakistan

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## SKILLS

*Tender Management*

*AutoCAD Drafting*

*3D Modeling (SketchUp)*

*Revit*

*Quantity Surveying*

*ArcGIS Mapping*

*Electrical Drafting*

*Site Survey Supervision*

*Project Management*

*Master Planning*

*Stakeholder Collaboration*

*Estimate and Evaluation*

*BOQ Preparation*

*ARC-GIS Report Compilation*

*Electrical Drafting*

*Drafting and Design Urban Planning and Development Project Management*

*Feasibility Studies and Research Regulatory Compliance*

*Infrastructure Planning*

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## ***PERSONAL PROFILE***

- Proficient in Architecture and Urban Planning with advanced skills in AutoCAD, SketchUp, ArcGIS, City CAD, GIS Urban, and Google Earth.
  - Holds a Bachelor's degree in Urban Planning with extensive professional experience in Architecture and Urban Planning.
  - Skilled in conducting quantity take-offs, preparing BOQs, and ensuring compliance with project requirements.
  - Well-versed in Map Reading & Navigation.
  - Experienced in stakeholder engagement, community feedback gathering, and feasibility studies.
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## ***PERSONAL DETAILS***

Passport No : QG5751401

QID No : 30158609206

Date of Birth : 13/10/2001

Gender : Male

Nationality : Pakistani

Marital Status : Single

Religion : Muslim

Language : English, Arabic, Hindi, Urdu & Punjabi

Current Address : Doha, Qatar

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## ***REFERENCE***

Reference shall be provided upon request.

## ***DECLARATION***

I hereby declare that all the details written in this CV are true, complete and correct to the best of my knowledge and belief.

## **COVER LETTER**

Dear Hiring Manager,

I am writing to express my interest in joining your self-esteemed company.. With a Bachelor's degree in City and Regional Planning and extensive experience in infrastructure planning, electrical drafting, and urban development, I am excited to bring my skills and passion for innovative design solutions to your esteemed organization.

In my current role as an AutoCad Draftsman and Interior Designer at Al Safwan Building Maintenance and Services, I have gained valuable experience in designing and implementing infrastructure projects that comply with safety regulations and project specifications. My proficiency in AutoCAD, ArcGIS, and SketchUp has enabled me to create detailed plans and 3D models for a variety of urban environments, ensuring both functionality and sustainability.

During my tenure as an Infrastructure Draftsman at Spotless Design and Consultants Pvt. Ltd., I successfully conducted site surveys, performed data analysis, and managed project implementation in collaboration with cross-functional teams. I also worked on optimizing street lighting infrastructure and was responsible for conducting quantity take-offs and preparing Bills of Quantities (BOQs) for multiple projects. My work has always focused on ensuring compliance with local regulations while meeting the specific needs of stakeholders and community members.

I am eager to bring my skills in design, drafting, and project management to your team, contributing to your ongoing projects and future endeavors.

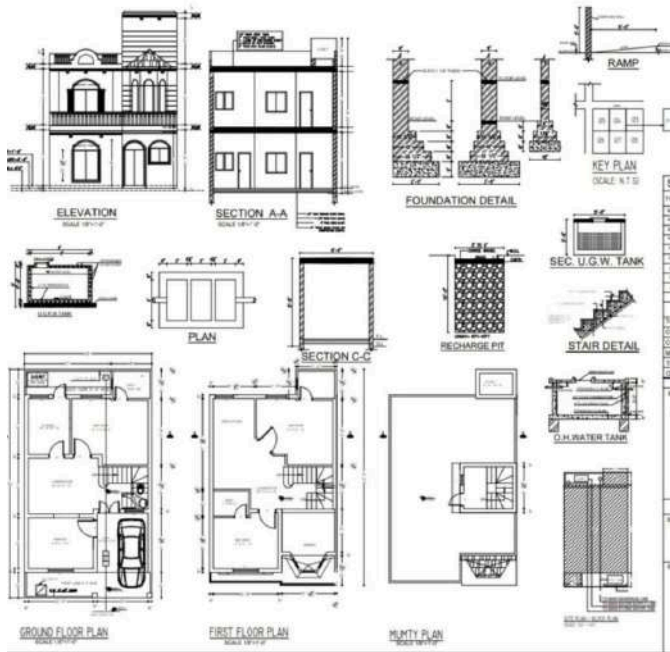
Thank you for considering my application. I would welcome the opportunity to discuss how my skills, experience, and passion align with the needs of your team.

Yours sincerely,

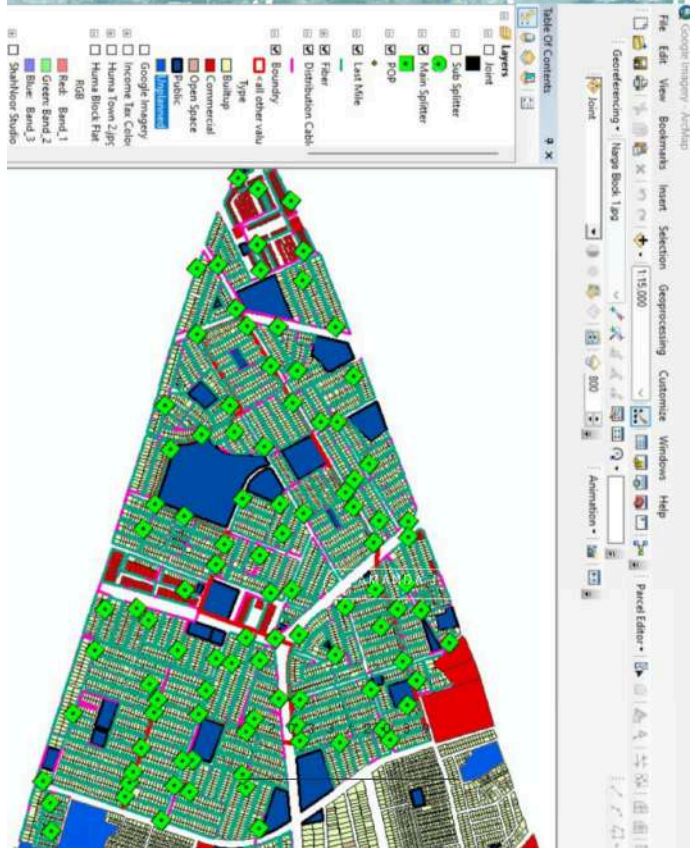
Khurram Saleem



## AUTOCAD 2D WORK



## ARC-GIS WORK



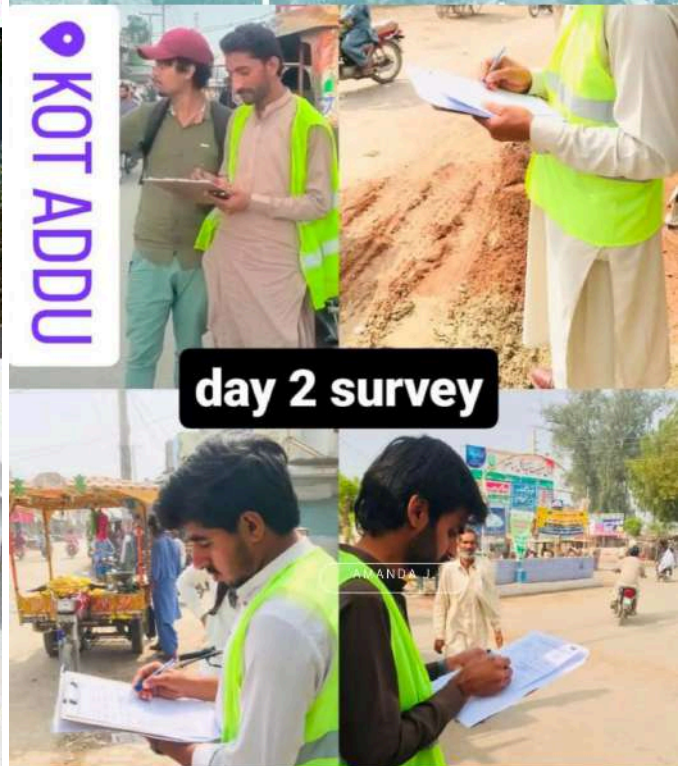
## 3D MODELING WORK




## SURVEY SUPERVISION

KOT ADDU

day 2 survey







# CITY INFRASTRUCTURE PLANNING MAPS

