**Curriculum Vitae**

**Najwaan Siraj Bhatkar**

**Post Applied : AutoCAD Draftsman**

**Email :** **najwaanbhatkar1997@gmail.com**

**Contact : +91 70200 84896 / +91 7875 8985 18**

**PROFILE :-**

**Looking forward to join a progressive organization to pursue a successful career by utilizing my skills and abilities to the maximum extent with full potential. I feel confident that I can achieve a level of performance which is nothing short to perfection and that your organization would provide the scope for such a growth and development.**

**INDIAN WORK EXPERIENCE :-**

**September 2016 – August 2019** : **( Mumbai, India )**

**November 2018 – January 2019 : ( UAE )**

**Organization : Atelier Architects**

**Designation : AutoCAD Draftsman**

**September 2019 – May 2021**

**Organization : MNC**

**Designation : Freelancer Draftsman**

**QATAR WORK EXPERIENCE ( SHUTDOWN ) :-**

**June 2021 – August 2021**

**Organization : Closet World**

**Designation : AutoCAD Draftsman**

**KUWAIT WORK EXPERIENCE :-**

**November 2022 – August 2023**

**Organization: The Bridge / Vectrus ( US Army )**

**Designation: AutoCAD Draftsman**

**SAUDI ARABIA EXPERIENCE ( SHUTDOWN ) :-**

**October 2023 – February 2024**

**Organization: Al Fanar Group**

**Designation: AutoCAD Draftsman**

**EDUCATION & TECHNICAL QUALIFICATIONS :-**

* **Diploma in AutoCAD Draughtsman.**

From Dynamic CAD, Ratnagiri 2016.

* **Diploma in Civil.**

From United Technical Institute, Ratnagiri 2016.

* **S.S.C.**

From M S Naik English medium school, Ratnagiri 2014.

* **Diploma in Health and Safety**

 Leaders Training Center, Qatar 2021

* **Training in Cyber security Awareness**

Qatar Airways, Qatar 2021

* **Training in Data protection & privacy awareness**

Qatar Airways, Qatar 2021

* **Training in Fire extinguishers**

Qatar Airways, Qatar 2021

**WORK RESPONSIBILITIES ( AS AN AUTOCAD DRAFTSMAN )** :-

* **Help design products with engineering and manufacturing techniques.**
* **Add details to architectural plans from their knowledge of building techniques.**
* **Work from rough sketches and specifications created by engineers and architects.**
* **Design plans using computer-aided design and drafting (CAD) software.**
* **Work under the supervision of engineers or architects.**
* **Draft and prepare layout drawings of the given structures, components and devices.**
* **Produce draft designs and diagrams according to the given specifications.**
* **Prepare drawings and diagrams for electrical devices and installations.**
* **Collaborate with designers, constructors and engineers on projects.**
* **Compile data and specifications sheets.**
* **Design circuit designs to deploy the wireless network in the field.**
* **Designing, overseeing the installation of telecom equipment and facilities, such as complex electronic switches, broadband data services, and satellite communications.**
* **Attending client location to resolve issues and restore system error.**

**COMPUTER PROFICIENCY :-**

* **MS Windows ( Win 7, Win 8, Win 10 )**
* **MS Office ( Word, Excel )**
* **MS Outlook**
* **MS Teams**
* **Maximo**
* **AutoCAD 2D**
* **AutoCAD 3D**

**PERSONAL STRENGTHS :-**

* **Proven experience as an AutoCAD Draftsman.**
* **Outstanding communication and interpersonal abilities.**
* **Excellent organizational and leadership skills.**
* **Familiarity with office management procedures and basic accounting principles.**
* **Excellent knowledge of MS Office.**
* **Flexibility to cope with different work environment.**
* **Willing to accept new responsibility.**
* **Self-motivated and self-confident with initiative.**
* **Sincere, honest, hardworking and enthusiastic.**

**PERSONAL DETAILS :-**

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| **Name** | **Najwaan Siraj Bhatkar** |
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| **Fathers Name**  | **Siraj Abdul Majid Bhatkar** |
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| **Mothers Name**  | **Malika Siraj Bhatkar** |
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| **Date of Birth**  | **27 September 1997** |
|  |  |
| **Marital status**  | **Unmarried** |
|  |  |
| **Nationality**  | **Indian** |
|  |  |
| **Languages Known**  | **English, Hindi, Marathi** |
|  |  |
| **Contact number ( India )**  | **+91 70200 84896** |
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| **E-mail address** | **Najwaanbhatkar1997@gmail.com** |
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| **Contact address**  | **287/1, Shivkhol, Ratnagiri 415612** |

**PASSPORT DETAILS :-**

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| --- | --- |
| **Passport No.**  | **R4078195** |
|  |  |
| **Place of Issue**  | **Mumbai** |
|  |  |
| **Date of Issue**  | **04/08/2017** |
|  |  |
| **Date of Expiry**  | **03/08/2027** |

**DECLARATION :-**

**I hereby declare that all the information above provided is true to the best of my knowledge and belief. I ensure you sir I will do my work consciously if I get selected for this post.**

**( Najwaan Siraj Bhatkar )**