

# **CURRICULAMVITAE**

**KHAJA AFEEF UDDIN**

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**Applying for the position of Civil Draftsman.**

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## **CAREER OBJECTIVE:**

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To obtain a challenging position with a growing company that will provide an opportunity to utilize my knowledge of computer aided drafting/design continuing my personal and professional growth, where my positive attitude, integrity and strong desire to succeed will contribute to the company's success

### **Academic Profile**

Diploma in Civil Engineering from V.M.R Polytechnic State Board Telangana INDIA.

### **Work Experience (10+ Years)**

I have been working as a Civil Draftsman in **AI Muntasser Trading & Contracting (QATAR)** from 20-08-2017 to Till Now and I Worked in **KR Associates (INDIA)** from February 2013 to March 2017

**(Currently Working in AI Muntasser Contracting and Trading From 20-08-2017)**

### **Projects#**

#### **Project 1: (16 February 2021 to Till Now)**

Project Name: IA 2019 C021 I RIW in South of Greater Doha Zone 90 to 95 Phase-6B

Consultant: Dar Al-Handasah Consultant (Dar)

Main Contractor: AI Muntasser Contracting & Trading

Client Name: Ashghal (Infrastructure Affairs)

Site Location: Industrial Area From Package 02 & 06 form St-546 to St-50, From Street -33 to Al Kassarat Street & Wadi Aba Saleel)

Role: Civil Draftsman

### **Responsibilities**

- Preparation of Sketch Drawings & Shop Drawings as per Design
- Preparation of Asphalt Reinstatement & Asphalt Restoration Drawings
- Preparation of Drawings in PWA Standards
- Proposal of Grading Layout for Asphalt, Driveways & Parking's

- Preparation of Utilities Drawings EHV, MV, LV, Storm Water, Portable Water as per KAHRAMAA Standards
- Preparation of Combined utilities drawings
- Preparation of Road Marking Drawings as per Qatar Traffic Control Manual
- Preparation of Road Profiles
- Preparation of Sketch Drawings for the Inspection of Coordinates & Levels as per As-built on Site
- Preparation of Mobilization Plan
- Preparation of Site Layout
- Preparation of Excavation Plan & Sectional Details with Formation Levels & Details for Kerbs, Interlock & Asphalt as per PWA Standards
- Preparing As-Built Drawing as per Site Condition
- To follow up the drawing status and coordinate with the consultant to clarify any issues pertaining to design and drawings.
- Maintaining Log Sheet, Memos & Preparing Drawings as per Daily or Weekly Targets.

**Project 2: (28 November-2018 to 15 February 2021 )**

Project Name: MNTQ-CW03-CON-18: Construction of 7 Service Hubs at Manateq Logistic Parks

Consultant: Gulf Engineering & Industrial Consultancy (G.E.I.C.)

Main Contractor: Al Muntasser Contracting & Trading

Client Name: Manateq (Economic Zones Company Qatar)

Site Location: Jery Al Samar, Aba Saleel, Birkat Al Awamer, (Wakra-A & Wakra-B \_ Design & Built)

Role: Civil Draftsman

**Responsibilities**

- Preparation of Shop Drawings as per Design Drawings and IFC Drawings.
- Preparation of Schematic Drawings as per the Client Requirements
- Preparation of Mobilization Plan
- Preparation of Site Layout
- Preparation of Excavation Plan & Sectional Details with Formation Levels
- Providing Coordinates for Footings, Columns, Slab & Beams etc.
- Preparing Bar Bending Schedule for the Rebar Details as per the Shop Drawing
- Preparation of floor & Block Works plans

- Preparing As-Built Drawing as per Site Condition
- Preparation of Composite Drawings by Coordinating with MEP.
- To follow up the drawing status and coordinate with the consultant to clarify any issues pertaining to design and drawings.
- Maintaining Log Sheet, Memos & Preparing Drawings as per Daily or Weekly Targets.

**Project 3: (09-December-2017 to 21 Nov-2018)**

Project Name: Construction of Barracks for Other Ranks at Karaanah And Jo Al Salama Camps

Consultant: Qatar Armed Force (Qatar Emiri Corps of Engineers)

Main Contractor: Al Muntasser Contracting & Trading

Client Name: Qatar Armed Forces

Site Location: Karaana And Jo Al Salama

Role: Civil Draftsman

**Responsibilities**

- Preparation of Shop Drawings as per Design Drawings and IFC Drawings.
- Preparation of Mobilization Plan
- Preparation of Excavation Plan
- Preparation of floor plans
- Preparation of Request For Information (R.F.I)
- To prepare the As Built Drawings.
- Coordinating with MEP & making of the co-ordination drawing
- Preparing the Drawing Submittals to Submit the drawing
- To keep track of revisions in drawings, planning and co-coordinating activities between various contractors and consultants.

**Project 4: (20-Aug-2017 to 12-Feb-2018)**

Project Name: Khalifa Villa

Consultant: C.I.C.O

Main Contractor: Al Muntasser Contracting & Trading

Client Name: Hamad-Al- Khalifa

Site Location: Duhail

Role: Civil Draftsman

**Responsibilities**

- Preparation of Shop Drawings as per IFC Drawings.

- Preparation of floor plans
- Preparation of R.F.I.
- To prepare the As Built Drawings.
- Coordinating with MEP & making of the co-ordination drawing
- Preparing the Drawing Submittals to Submit the drawing
- To keep track of revisions in drawings, planning and co-coordinating activities between various contractors and consultants.
- To follow up the design and drawing status with the contractor and coordinate with the consultant to clarify any issues pertaining to design and drawings.

#### **Project 5:**

Project Name: Veddadri Apartments

Main Contractor: Prayojitha Construction

Client Name: Kishore Kumar

Role: Cad Operator

#### **Project 6:**

Project Name: Shah Quadri Manzil

Main Contractor: Srinavas Reddy

Client Name: Syed Shah Murtaza Quadri

Role: Cad Operator

#### **Project 7:**

Project Name: Venkateshwara Apartments

Main Contractor: Mohammed Akram Ali

Client Name: Venkateshwar Rao

Role: Cad Operator & Site Supervisor

#### **Responsibilities**

- Preparation of Drawings as per Design Drawings and IFC Drawings.
- Preparation Floor plans
- Preparation of Column & Footing Details
- Preparation of Shop drawings in Auto CAD 2016
- Co-ordination with Client about approval of Shop Drawings
- To prepare the As Built Drawings.
- To keep track of revisions in drawings, planning and co-coordinating activities between various contractors and consultants.

- To follow up the design and drawing status with the contractor and coordinate with the consultant to clarify any issues pertaining to design and drawings

## **TECHNICAL SKILLS**

- Operating System: Windows XP and Windows 7, 8, 8.1.
- Microsoft Office (Word, Excel & Power Point).
- AutoCAD (2006, 2008, 2016, 2017 & 2019) such as (2D, & 3D).
- 3DS Max.
- Revit

## **KEY SKILLS:**

- Having knowledge of drafting AutoCAD 2D drawings.
- Good communication skills and an ability to learn and adapt with the new environment.
- Excellent command over AutoCAD software.
- Work very well as a team player and independent.
- I have good experience in Architectural & Shop Drawing, X-Ref Drawing & As-Built Drawing.
- Sincere and hard working.
- Strong ability to complete related paperwork on time.
- I Can work for long working hours, when need arises.
- Willing and able to learn new products, concepts and techniques.
- Strong ability to complete related paperwork on time.
- Fast learner and willing to master new information.
- Hard working and self-motivated.

## **PERSONAL DETAILS:**

Name : KHAJA AFEEF UDDIN  
Nationality : Indian  
Passport No : N9833380  
Visa Status : Transferable Visa with NOC  
Languages : English, Hindi, Urdu

## **DECLARATION:**

I Khaja Afeefuddin do hereby confirm that the information given above is true to the best of my knowledge and belief.

**Khaja Afeefuddin**