

AMEEN



CIVIL TECHNICAL OFFICER • CAD DRAFTSMAN • FOREMAN
+974 3110 4097 _ ameenp273@gmail.com

OBJECTIVE

Young, duty-oriented professional with over 12 years of experience in CAD drafting, foremanship, and technical administration, specializing in construction and facilities. Seeking a challenging role in a growth-oriented organization to leverage my diverse expertise and drive project success.

EDUCATION

Diploma in Interior Design

May 2011

Bachelor in Commerce_ Mahatma Gandhi University

PERSONAL DETAILS

- ✓ Indian
- ✓ Male
- ✓ Married
- ✓ D.O.B-25/04/1990
- ✓ Driving License:
QDL issued 2014
- ✓ Visa With NOC

SKILLS

- ✓ AUTO CAD
- ✓ CIVIL 3D(Basic)
- ✓ REVIT(Basic)
- ✓ 3ds Max
- ✓ Microsoft Office
and Outlook

LANGUAGES

- ✓ English
- ✓ Arabic
(Read+Write)
- ✓ Malayalam
- ✓ Hindi (Native)
- ✓ Tamil

CAD Specialist/ Civil Technical Officer

Oct 2023 – Present

VECTRUS INC - Qatar

MILITARY BASE OPERATIONS _ DoD/DoS

- Produce technical drawings for fabrication, installation, assembly, and repair operations, ensuring compliance with project requirements.
- Prepare detailed Scope of Work (SOW) documents and PowerPoint presentations for project planning and reporting.
- Planned, scheduled, monitored, reviewed, and supervised preventive and corrective maintenance tasks for civil, structural, and architectural assets.
- Monitored and coordinated the delivery of facility maintenance services across multiple office facilities and plant civil support, ensuring timely execution of building operator care programs, planned preventive maintenance (PPMs), and safety inspections.
- Oversaw contractor activities by reviewing and approving preventive maintenance plan schedules.
- Collaborated with facilities engineers and service providers to implement maintenance plans for building and infrastructure assets, ensuring all tasks were completed according to schedule and quality standards.
- Assisted in establishing supplier contracts and work orders (CWOs), providing input on scope, reviewing schedules of rates, and ensuring timely contract awards in compliance with company policies and procedures.
- Managed stakeholders to ensure alignment and collaboration across maintenance projects.
- Utilize strong verbal and written English skills to communicate with stakeholders and prepare professional documentation effectively.
- Proficiently use MS Office suite (Word, Excel) and SAP for managing project data, reports, and documentation.
- Coordinated with stakeholders and the Facility Management Projects (FMP) team to analyse office space utilization and resource availability, ensuring effective fulfilment and optimization of commercial space allocation.
- Conducted regular inspections of tools and equipment to ensure compliance with operational standards.
- Performed asset condition surveys and identified areas for improvement.
- Ensured compliance with space utilization standards and organizational guidelines for furniture and workspace layouts, while advising management on the implementation of open workspace strategies based on best practices.

- Processed gate passes for materials and personnel, adhering to company policies and procedures to ensure smooth access for various assets.
- Conducted monthly inspections, preparing detailed reports for the Fault Repairing Centre.
- Ensured adherence to all relevant safety, security, quality, and environmental management policies.
- Apply strong organizational and multi-tasking abilities to plan, prioritize, and execute tasks, ensuring project deadlines are met with minimal supervision.
- Preparing log and maintaining the hard and soft copies of all documents.

Security Guard _ Qatar moi.

Nov 2022 – Apr 2023

(Safety & Security Operations Committee)

Enrolled in MOI Police Institution 2022/10058

- Monitor and patrol assigned areas, inspecting entrances and exits to prevent unauthorized access or damage.
- Respond to alarms, emergencies, and disturbances, taking appropriate action and reporting suspicious activities or breaches.
- Control access to buildings by verifying IDs, while operating surveillance equipment like CCTV for monitoring.
- Assist in crowd control and collaborate with law enforcement when necessary.
- Maintain detailed reports of daily activities and ensure compliance with safety regulations and company policies.
- Created floor plans and layouts for event spaces, including seating arrangements, stage setups, exhibitor booths, and other key features, ensuring optimization of space, flow of people, and compliance with safety regulations.
- Collaborated with event teams to align designs with objectives, themes, and client needs, adapting to feedback and changes.
- Update and share knowledge regarding route maps, plans, and detailed elevation, sections with colleagues for FIFA 2022 events.

Architectural/Civil Draftsman

Dec 2020 – Sep 2022

CCM ITALY - Qatar

HAMAD INTERNATIONAL AIRPORT EXPANSION PROJECT

- Apply strong organizational and multi-tasking abilities to plan, prioritize, and execute tasks, ensuring project deadlines are met with minimal supervision.
- Prepared and ensured shop drawings matched design drawings, incorporating all design changes through RFI or design change requests.
- Created working drawings, including general arrangement, detailed plans, elevations, and sections.
- Developed detailed interior and exterior elevations, reflected ceiling plans (RCPs), and floor and wall cladding plans with minimal supervision.
- Handled quantity take-offs, area statements, fabrication drawings, job cards, and cutting lists for materials such as stone, steel, and wood.
- Prepared shop/coordination drawings to ensure alignment between various project elements.
- Implemented consultant comments and rough sketches for approval.
- Reviewed and coordinated the project's original contract drawings in collaboration with the Project Manager, Project Controls Manager, and other coordinators.
- Facilitated coordination between architectural, mechanical, electrical, and plumbing (MEP) activities in the building.
- Managed all survey-related drawings/reports for entire construction sites.

Space Planner/ CAD Draftsman/ Facilities Assistant

Feb 2019 – Jan 2021

TEYSEER SERVICES - Qatar

SHELL GTL _ FACILITIES _ Real Estate

- Conducted strategic space utilization assessments to optimize facility use and meet emerging mission requirements.
- Performed physical space and allocation planning/surveys to anticipate and respond to evolving needs.
- Processed gate passes for materials and personnel, adhering to company policies and procedures to ensure smooth access for various assets.
- Developed, executed, tracked, reported, and maintained strategic space plans through completion.
- Provided ongoing support to users and stakeholders on space management systems (e.g., meeting rooms, desks, classrooms), identified system improvement opportunities, collaborated with IT teams for implementation, and assisted with additional departmental tasks as assigned by the Head of the Department.
- Recommended and implemented approved solutions in alignment with Agency Master Plans and Strategic Facilities Plans.
- Supported semi-annual seat audits to validate occupancy levels based on automated workforce updates.
- Liaised with stakeholders, including divisional and section heads, to analyze and establish detailed space requirements and collaborated with staff, users, and business process owners to prepare for corporate relocations and transitions.
- Assisted section head and engineers in document management related to new projects and committee initiatives, ensuring compliance and accuracy in all records.
- Conducted trend analyses to identify efficiencies in space utilization.
- Reviewed and coordinated all types of drawings received from subcontractors and suppliers.
- Developed stacking plans for existing and future commercial buildings, optimized department adjacencies, and managed office relocations and fit-out projects by preparing, monitoring, and tracking plans to ensure alignment with stakeholder requirements, timelines, and seamless execution with user departments and FMP teams.
- Maintain accurate records of all project activities to ensure smooth tracking, documentation, and communication.
- Managed document uploads and retrievals using E*Doc document management software.
- Coordinated with the construction team to meet their requirements effectively.

CAD Draftsman

Jun 2015 – Jan 2019

URBACON T&C (UCC) - Qatar

RESIDENTIAL BUILDINGS

- Prepared shop/coordination drawings to ensure alignment between various project elements.
- Coordinated with the construction team to meet their specific requirements.
- Established and revised coordinated drawings between companies' scopes as required by Project Managers (PM), Project Controls Managers (PCM)
- Managed all survey-related drawings and reports for the entire construction site.
- Represented the architect on-site, ensuring builder compliance with design specifications and advising on design corrections under the architect's supervision.

References

*Eng.Saber
Muthanna_V2X
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*Ar.Monica
Mombrini_CCM
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*Ar.Ayman_UCC
a.fahmy@challenger-qa.com

*Mr.George_Teyseer
george@teyseer-services.com

- Established, reviewed, and implemented the schedule of drawing issuance prepared by the Planner, coordinating submittals to avoid project delays with PM, PCM, and site planning engineers.
- Reviewed shop drawings and monitored red-line drawings/as-built drawings prepared by the drafting team before passing them to the Engineering Manager.
- Checked all types of drawings received from subcontractors and suppliers for coordination purposes.

CAD Draftsman

Jun 2013 – May 2015

HYUNDAI/HANLIM - Qatar

National Museum Of Qatar

- Provided comprehensive solutions for steel structures, including preparation of shop drawings for access hatches, steel handrails, and other fabricated items.
- Developed detailed interior and exterior elevations, reflected ceiling plans (RCPs), floor and wall cladding plans, and section details with minimal supervision.
- Created and detailed graphic visualizations using BIM Coordination in Revit.
- Created analytical models, shop drawings for building assemblies, and design visualizations in Revit.
- Managed documentation for requests for information (RFIs) and revisions.
- Created precise fabrication drawings and general arrangement drawings.
- Prepared fabrication drawings for ducts, hot air ducting, and chutes.

CAD Draftsman

Octo 2011 – Apr 2013

SPAN DESIGN

Bangalore-India

- Assisted in planning and design, preparing presentation drawings, and creating detailed shop drawings.
- Prepared working drawings, including detailed plans, elevations, and sections.
- Coordinated with the construction team to meet their requirements effectively.
- Developed conceptual designs and facilitated design development.
- Created interior and exterior views and developed 3D solid models.
- Prepared centreline and column footing drawings.
- Designed water supply drawings and drainage layouts.
- Produced fabrication drawings and general arrangement drawings.
- Developed a library of standard components for solid models.
- Coordinated on-site activities and monitored project progress.
- Prepared area statements for various project phases.

Summary

- ✓ A motivated individual ready to face challenges that demand hard work, sincerity, and intelligence.
- ✓ A person with good interpersonal skills, who firmly believes that people are the key resources for the success of an organization.
- ✓ Knowledge of various codes & standards like ASHGHAL, PWA, SHELL, Safety and Security Council (SSOC)

Additional Abilities

- ✓ To accept additional responsibilities
- ✓ Capable of handling multiple tasks efficiently.
- ✓ Willing Can work individually or in a team and follow up for timely action.
- ✓ Extensive experience in building maintenance and conducting detailed inspections.
- ✓ Valid Qatari driving license

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

PALLIMALIL AMEEN