



MOHAMED SALEEM MOHAMED SIFRAS

AutoCAD Draftsman

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CAREER SUMMARY

Experienced AutoCAD Draftsman with 7 years of proven expertise in Qatar across diverse industries, including Civil, MEP, Interior Design (Kitchen Design Specialist), and GRP. Proficient in AutoCAD 2D/3D, 3ds Max, Adobe Photoshop, and Microsoft Office Suite. Adept at delivering precise and innovative drafting solutions, collaborating seamlessly with clients and engineers to meet project goals. Recognized for exceptional communication skills and a commitment to excellence in design and documentation.

PROFRSSIONAL EXPERIENCE

1. AL JASSRA FIBERPLAST – RC ALMANA – ALMANA GLASS (QATAR)

Designation : AutoCAD Draftsman

Duration : From July 2020 to August 2024



DUTIES & RESPONSIBILITIES

- Preparing Shop drawings as per Project Specification and QCS Specification.
- Preparing Structural Drawings
- Preparing Detail oriented drawings & Technical Drawings (Sectional Elevation, Isometric & Perspective views)
- Analyzing project specifications, codes, and sites.
- Following specifications and calculations to create various technical drawings.
- Check technical designs and drawings to ensure that they are followed correctly.
- Communicating with architects and engineers, and incorporating knowledge gained into drawings
- Coordinate with Manger to arrange site preparations.
- Coordinate with Site Supervisors and workers.
- Visiting construction sites to perform measurements and calculate dimensions as needed.
- Preparing Calculation sheet for Quotation, Invoice & Delivery note.
- Preparing Time Sheet for Labors & Staffs.
- Preparing Material Request (MR) form.
- Preparing Company Catalogue for varies projects.
- Preparing Material Submittal (MAR) & Prequalification document (PQ)
- Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems.
- Liaise with clients, subcontractors and other professional staff, especially project manager.
- Ensure that health and safety and sustainability policies and legislation are adhered to, in coordination with HSE Officer.
- Maintain project data base by writing computer programs; entering and backing up data.

2. DECOARC TRADING & CONTRACTING (QATAR)

Designation : Civil & MEP Draftsman
Duration : From Sep 2019 to June 2020



DUTIES & RESPONSIBILITIES

- Preparing ELV & HVAC Shop drawing as per client / Contractor / Subcontractor requirement.
- Preparing Steel structural drawings.
- Preparing Details Drawings (Sectional Details, Isometric Drawing & Perspective view)
- Preparing Architectural Drawings (Interior & Exterior).
- Revising commented drawing by incorporating.
- Preparing Quotation, Purchase order & Cost control for scaffolding items.
- Preparation of As-built drawing based on the output from site.
- liaise with and distribute project related information with all levels of the project team and potentially external parties
- Manage the processes around documentation within the organization
- Maintain confidentiality around sensitive documentation
- Assisting Engineer for quantity take off for ordering materials.
- Site visits for the knowledge of levels for all service coordination.

3. AMERICAN KITCHEN (QATAR)

Designation : Architectural Interior Designer.
Duration : From March 2017 to April 2019



DUTIES & RESPONSIBILITIES

- Preparing Shop drawings for Kitchen, Wardrobe & Vanity (AutoCAD 2D and 3D)
- Preparation of 3DS-Max using V-ray rendering drawings.
- Preparing Fabrication drawings (Plans, Sections, Details, Isometric drawings)
- Preparation of Mockup drawing & utility drawings.
- Preparation of quotation & cutting sheet details.
- Coordination with Architectural, Structural & Electrical for any changes and update drawings accordingly.
- Set up, copy, scan and store documents
- Manage requests for documentation
- File documents in physical and digital records and ensure appropriate storage
- Preparation of company profile details & etc.
- Assisting Engineer for quantity take off for ordering materials.
- Preparation of all kind of civil drawings.
- Preparation of As-built drawing based on the output from site.
- Site visits for the knowledge of levels for all service coordination.

4. AMBANCO HOUSING & DEVELOPMENT (PVT) LTD, (SRI LANKA)

Project : Reconstruction of Vocational Education School.
Designation : Civil & AutoCAD MEP Draughtsman
Duration : From April 2014 to April 2016



DUTIES & RESPONSIBILITIES

- Preparation of AutoCAD 2D and 3D drawings.
- Preparation of Plans, Sections, Details, Isometric drawings.

- Preparation of Shop drawing for MEP (Electrical, HVAC, Plumbing, Drainage, Fire Alarm and Fire Fighting services)
- Revising commented drawing by incorporating consultant comments.
- Assisting Engineer for quantity take off for ordering materials.
- Preparation of MEP Coordination drawing & Reflected Ceiling drawing.
- Preparation of all kind of civil drawings.
- Site visits for the knowledge of levels for all service coordination.

PROFRSSIONAL QUALIFICATION

- Successfully completed Certificate in **AutoCAD 2D & 3D** at the aCADDemy College of Architectural Engineering Technology.
- Successfully completed Certificate in **3D Studio Max** at the aCADDemy College of Architectural Engineering Technology.
- Successfully completed Certificate in **Building Construction & Draughtsman ship** at the aCADDemy College of Architectural Engineering Technology.
- Successfully completed Certificate in **MEP Drafting** at the aCADDemy College of Architectural Engineering Technology.
- Successfully completed Certificate in **Information Communication Technology** at the aCADDemy College of Architectural Engineering Technology.

PERSONAL ABILITIES AND SKILLS

- Excellent interpersonal skills.
- Ability to work with multi-Cultural atmosphere.
- Hands on experience in all windows platforms, AutoCAD 2D&3D, 3D Studio Max, Office Packages and Photoshop.
- Internet and Email application.
- Quick learner and good team player.
- Self-Motivated.
- Manage to work under any pressure.

PERSONAL PROFILE

- **Full Name** : Mohamed Saleem Mohamed Sifras
- **Date of Birth** : 7th October 1996
- **Gender** : Male
- **Civil Status** : Married
- **Nationality** : Sri Lankan
- **Passport No** : N5598654
- **Phone** : +974 3015 5161
- **E-mail** : sifrasmsm1996@gmail.com

I hereby certify that the information furnished here is true and accurate to the best of my knowledge.

Mohamed Sifras MS