



# ANOOP AMEER

(AUTOCAD DRAUGHTSMAN)

## CONTACT INFORMATION

PHONE: 974 -31085682

EMAIL: [anoopameer1@gmail.com](mailto:anoopameer1@gmail.com)

## CAREER OBJECTIVE:

I am seeking a position which will allow me an autocad draughtsman. In addition I am eager to contribute my knowledge and hard work towards the success of your company and to the growth of the fast developing field.

## COMPUTER KNOWLEDGE

- MS-OFFICE
- AUTOCAD 2D
- 3DS MAX
- PHOTOSHOP
- COMPUTER HARDWARE
- CCNA-NETWORKING
- SOFTWARE INSTALLATIONS
- INTERNET AND EMAIL

## SKILLS

- Teamwork
- Creativity
- Organization
- Problem solving
- Customer Service
- Adaptability

## PERSONAL PROFILE

- Father Name: Ameer
- Passport No : S9751923
- Date of Birth : 28-01-1990
- Age : 34
- Nationality : India
- Religion : Islam Muslim
- License : Valid Saudi license

## LANGUAGES KNOWN

- English
- Hindi
- Arabic

## VISA STATUS/Q ID DETAILS

- Transferable VISA
- Q ID No : 29035661012
- Expiry : 29-11-2025

## EDUCATION

### V institute

2010-to 2012

Diploma in Draughtsman civil

### Prashathi computer College

2008-2010

Diploma in computer hardware & Networking

### Board Of Higher Secondary Examination, Kerala

2006-to 2008

HSE

## WORK EXPERIENCE

### Company: Hasco Hassan al Harbi -Saudi Arabia

#### Job Title : Civil Draughtsman

2020- 2024

- Responding to customer's queries regarding drawings.
- Assisting in drawing problem by recommending solution.
- Preparing presentation Drawing in Autocad.
- Document and update all drawings.
- Prepare shop Drawings of plan ,Section & Elevation from Tender Drawings.
- Prepare As Built Drawings.
- Based on good for construction drawing.
- Checking revised shop drawing for preparation of As-Built Drawings.
- Producing duplications of plans both for record-keeping and for providing it to other project leaders
- Explaining expectations on a civil works project to the crews executing the plans.

### Company: Hasco

#### Job Title: Facility supervisor

2016 - 2020

- Supervise the janitorial staff and other workers.

### Company: Assiano builders- India

#### Job Title: Autocad draughtsman cum Document controller

2013 - 2014

- Meeting with civil engineers and discussing a project to gain a full understanding of expectations for a design
- Receiving sketches from a civil engineer and converting them into digital documents using a computer-assisted drawing program
- Producing planning documents for highways, sewage systems, dikes and other infrastructure projects.
- Coordinating with civil servants on the creation of design documents to ensure a project meets specifications
- Ensuring all documentation meets formal requirements and required standards.