

ATHEESH M. DHARMARAJAN

TECHNICAL OFFICE COORDINATOR cum DRAUGHTSMAN

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CAREER OVERVIEW:

Detail-oriented and adaptable professional with extensive experience in various departments and roles, demonstrating a diverse skill set essential for organizational success. Committed to maintaining the highest standards of professionalism, confidentiality, and efficiency, with a focus on applying exceptional organizational and database management skills to drive excellence.

KEY QUALITIES:

Efficient Data Management: Demonstrated exceptional skills in developing and implementing efficient document control systems, shop drawings, and coordinating with cross-functional teams to ensure uninterrupted operations and timely project completion.

Team Leadership and Supervision: Successfully led and trained teams, conducted quality control checks, and coordinated with management, contributing to collaborative problem-solving and efficient administrative processes while maintaining meticulous records of correspondence for seamless communication.

Problem Solving and Analytical Skills: Employed strong problem-solving abilities and analytical thinking in various roles, ensuring efficient administrative processes and delivering timely and accurate results for project management.

Technical Proficiency: Proficient in utilizing various software and tools for document control, quality assurance, and data processing, enhancing efficiency and accuracy in administrative tasks and project management.

WORK EXPERIENCE:

TECHNICAL OFFICE COORDINATOR cum DRAUGHTSMAN | METROPOOLS | DOHA, QATAR | 23-NOV-10 – PRESENT

- Developed an efficient document control system, improving communication flow within the department.
- Managed the inquiry projects from sales department and proceed for further work.
- Collect, study and combine rough sketches and initial design ideas from engineers into coherent technical drafts for further study and review by project managers
- Prepared detailed technical drawings based on project specifications using AUTOCAD software.
- Prepare civil & mechanical boq's as per the drawing and specification.
- Produce accurate and precise 2D drawings for construction and product design purposes.
- Prepare architectural & mechanical shop drawings.
- Review technical drafts as needed according to verbal or written instructions from project managers, engineering team and clients
- Participate in design process by supporting engineers and designers, contributing ideas and information and creating rough sketches and designs for swimming pool systems.
- Modify or update existing plans and designs to accommodate changes in project scope and timelines.
- Maintain organized records of updated drawings and documentation.
- Prepare material submittals as per project specification & contract.
- Prepare isometric drawings and head loss calculations as per the project design.
- Prepare structural drawings for swimming pools as per project specifications.
- Prepare commented drawings from consultant and make compliance sheet as per the comments.

DRAUGHTSMAN | METROSCAPE | DOHA, QATAR | 06-JUNE-2013 – 23-MAY-2014

- Collect, study and combine rough sketches and initial design ideas from engineers into coherent technical drafts for further study and review by project managers
- Prepared landscape design drawings based on project using AUTOCAD software.
- Produce accurate and precise 2D drawings for landscape construction and product design purposes.
- Prepare architectural & mechanical shop drawings.
- Check that final technical drafts include all relevant information in an easy-to-read format, and verify that calculations, measurements and units are accurate based on initial design information from engineers
- Review technical drafts as needed according to verbal or written instructions from project managers, engineering team and clients
- Participate in design process by supporting engineers and designers, contributing ideas and information and creating rough sketches and designs for landscape systems.
- Modify or update existing plans and designs to accommodate changes in project scope and timelines.
- Maintain organized records of updated drawings and documentation.
- Prepare commented drawings from consultant and make compliance sheet as per the comments.

EDUCATIONAL QUALIFICATION:

BACHELOR OF SCIENCE IN MATHEMATICS

CALICUT UNIVERSITY

KERALA , INDIA

Graduated Academic Year 2007

PLUS TWO (12th) – SCIENCE

KERALA STATE BOARD OF

HIGHER SECONDARY EDUCATION

KERALA , INDIA

Graduated Academic Year 2004

SSLC (10th)

SECONDARY SCHOOL EDUCATION

KERALA , INDIA

Graduated Academic Year 2001

PROFESSIONAL QUALIFICATION:

Complete a course on **AUTOCAD &
CIVIL DRAUGHTSMAN
(2D , 3D & MEP)**

FIRE FIGHTING AND INDUSTRIAL SAFETY

(certified by INDIAN CENTRAL GOVERNMENT)

COMPUTER LITERACY:

Possessed an excellent computer literacy in general. Have a fast typing-speed, highly knowledgeable in MS Office Applications & AUTOCAD 2D & 3D

COMPUTER SKILL SETS					
AUTOCAD	•	•	•	•	•
WORD	•	•	•	•	
EXCEL	•	•	•	•	
POWERPOINT	•	•	•		

PERSONAL DETAILS:

Date of birth - 03.05.1986
Gender - Male
Marital status - Married
Nationality - Indian

Visa status - Valid Qatar visa (Transferable)
Driving License - Valid Qatar driving license