




JOBIN MATHEW ABRAHAM

 Doha, Qatar
 +974 3345 4133
 jobinma15@gmail.com

PROFILE SUMMARY

Multifaceted Admin Assistant with over 10 years of experience in administrative coordination and technical documentation in engineering environments. Proven ability to support senior teams, manage office operations, coordinate technical documents, and ensure efficient project execution. Known for attention to detail, strong communication, and a proactive approach to problem-solving.

CORE COMPETENCIES

- Office & Project Administration
- Document Control & Filing Systems
- MS Office Suite (Excel, Word, Outlook)
- AutoCAD (2D & 3D), Revit Architecture
- Team Coordination & Support
- Client Communication
- Scheduling & Reporting
- Technical Drawing Review & Submission
- Records & Inventory Management

PROFESSIONAL EXPERIENCE

• ASCO Consulting Engineers, Doha, Qatar

Draftsman / Admin Assistant
2013 – 2024

- Provided administrative and drafting support for major infrastructure and construction projects.
- Handled document submission, correspondence tracking, and file maintenance for internal and external stakeholders.
- Coordinated with architects, engineers, and contractors, ensuring timely updates and information sharing.
- Maintained accurate records of project milestones, drawing submissions, and revisions.
- Supported procurement and office coordination for drawing materials and supplies.
- Assisted with scheduling meetings and preparing reports and presentations for project teams.

- **Archway Architects, Trivandrum, India**

Draftsman

2012 – 2013

- Prepared architectural drawings and technical documentation.
- Conducted site measurements and supported administrative preparation for inspections and design changes.
- Collaborated on submission packages, including permits and compliance documentation.

EDUCATION

Degree in Architectural Management

Indian School of Business Management, India – 2017

Draughtsman Civil Certification

St. Xavier's Industrial Training Centre, Kerala – 2009

CERTIFICATIONS

AutoCAD – CAD Centre, Trivandrum (3-month course)

Revit Architecture – Techta CAD Centre, Trivandrum (3-month course)

SOFTWARE PROFICIENCY

- AutoCAD 2D & 3D
- Revit Architecture
- MS Word, Excel, PowerPoint, Outlook

PERSONAL DETAILS

- Date of Birth: 25 May 1987
- Nationality: Indian
- Marital Status: Married
- Languages: English, Hindi, Malayalam, Tamil