



## MEENA S GAIKWAD

**Profession** : Civil Designer/Draughtsman  
**Email** : meenasg.17@gmail.com  
**Mobile** : 974-74462465  
**Qatar ID** : 27435647645  
**Nationality** : Indian

---

### ***Carrier Objective:***

Seeking assignments in CAD, Civil 3D, or MicroStation within the Functional Engineering Design Consultancy sector, in a technology-driven and reputable organization.

### ***Professional Summary:***

I bring over 24 years of experience in drafting, covering a wide range of industrial, infrastructural, and residential structures. My expertise includes:

- Preparation of general arrangement and structural drawings for multi-storey buildings.
  - Site layout detailing for various projects.
  - Drafting of road and bridge-related drawings.
  - Preparation of plan and profile drawings for water pipelines, stormwater, and sewer networks.
  - General arrangement drawings for associated components such as valve chambers, flow meter chambers, manholes, and intake structures.
  - Structural steel fabrication detailing for projects of varying scale.
  - Preparation of GA and RCC detailing for underground and overhead water tanks, retaining walls, and specialized structures like equipment foundations, RCC piles, footings, columns, beams, slabs, pedestals for above-ground pipelines, thrust blocks, anchor blocks, fixity blocks, RCC valve chambers, and pipe racks
- 

### ***Keys Skills and Technical proficiency:***

- Proficient working knowledge in AutoCAD 2D & 3D, CIVIL3D
- Proficient working knowledge in MicroStation J,
- Proficient working knowledge in SE&V8
- Proficient working knowledge in 3D Modeling Framework Plus 7.2 ,
- Familiar with PDS
- Familiar with Image Processing Adobe Photoshop,
- Familiar with ArcGIS
- Others MS Office, Autodesk View

---

---

**Other Training/Certificate Courses:**

AutoCAD 2D & 3D Drafting, DOS, MS Office, Internet from the institute of Systyle Computer Services Pune. MicroStation V7 & V8 Have knowledge of PDS, CIVIL3D

---

---

**Education:**

SSC (First class) State Board, Government of Maharashtra, India, 1989  
Diploma in Civil Engineering, Government Polytechnic, Pune, India, 1994

---

---

**Professional Experience:**

---

<b>Organization # 1</b>	Feb 2022 – Till date
-------------------------	----------------------

---

<b>Company</b>	: Listenlights Pvt. Ltd
<b>Position held</b>	: Senior Draughtsman(Civil)

**Projects involved** : Amazon data center at Rabale Navi Mumbai(Data Centre)

**Primary Responsibility**

- Preparation of layout and space planning drawings.
- Preparation of mechanical floor plan, electrical layouts ( lighting, power and fire alarms) plumbing, one-line diagrams and details.
- Preparation of mechanical equipment and schedule details
- Preparation of panel schedules and related details.
- Reviewing drawings to ensure compliance with specification & maintaining accuracy to suit the site. Ensuring drawings are prepared as per requirements.
- Preparation of internal road layout plans, profiles, and street lighting plans.
- Preparation of internal plumbing details drawings.

---

<b>Organization # 2</b>	Feb 2015 to Mar 2018
-------------------------	----------------------

---

<b>Company</b>	: Reliance Industries Ltd
<b>Position held</b>	: Senior Civil/Structural Designer

**Projects Involved :**

- Petrochemical Projects & Infrastructure projects
- Various Petrochemical plants, J3 Project, pipe racks, pipe support etc.
- Reliance petrol pump-structural as well as architectural drawings.
- Nagothane plant- Rehabilitation of existing infrastructures (Underground utilities such as water, storm water & sewer network)

## Primary Responsibility

- Preparation of R. C. C. & structural Drawing for Pipe racks & pipe supports, Preparation of Equipment foundation drawings
- R.C.C. Details of Piles, Open foundations, Columns, Beams & Slabs.
- Structural drawings for petrol pump canopies etc., Architectural detailed drawings for petrol pump etc.
- Preparation of layout and profile drawings for revamping of existing water supply network, storm water network and sewer network.
- Preparation of layout for site grading, internal road, street lighting, car parking for certain area in Reliance corporate park
- Preparation of layout for 220KV and 33KV Electrical cable trench and duct bank for DTA area in Jamnagar Plant & duct bank schedule.
- Preparation of layout plan for sleeper, pipe rack for carrying of various pipeline above ground.

---

## Organization # 3

Nov 2006 to Jan 2015

---

**Company** : Hindustan Construction Company Ltd

**Position held** : Senior Civil Designer

**Projects Involved** :

- Roads and Metro Projects Delhi Metro – CC 30; CC34; CC66;. Mughal road, NH34, Badarpur Road Project, Chennai by pass, Kolkata corridor, Vag corridor, Lucknow Road project, Assam Road Project,
- EPC contract water pipe laying and construction of pumping station, water sumps and intake arrangements under" Swarnim Gujarat Saurashtra - Kutch Water Grid" programme(client: GWIL).
- Marine Infrastructure Projects: Bandra Worli sea link project, Bogibeel
- Special projects: Dry Dock Project-DGNP
- Various Hydro power , Nuclear & thermal Power Plant Projects

## Primary Responsibility

- Formwork & Staging drawing for RCC and PSC Girders for major & minor bridges.
- Preparation of RCC drawings for various Industrial Buildings (both RCC and Steel) such as pump houses, Industrial sheds, ice plants etc.
- Preparation of foundation drawings for enabling structures like batching plants, silos, conveyors. Drawings for lifting beams , crane foundations, and temporary steel bridges
- Preparation of RCC drawings for viaducts, UG Station buildings, Cut and Cover tunnels and Station buildings.
- Preparation of Equipment foundation drawings including details of RCC Piles, Footings, Columns, Beams & Slabs.,
- Preparation of steel fabrication drawings for structural steel trusses, bolted and welded details , base plates etc.
- Preparation of drawings for thrust block, anchor blocks, concrete encasements, and RCC valve chambers
- Checking the client provided drawings, performing concrete and reinforcement quantity estimations.
- Preparation of road grading plan, general layout, road/junction setting-out plans, and barrier setting out plan.

- Preparation of off -street parking layouts.
- Preparation of road longitudinal sections and cross section drawings.
- Generation of earth cut / fill tables and reports.
- Preparation of road marking and signage layout plans.
- Preparation of utility duct road crossing plans.
- Preparation of plan and cross-sectional elevation drawings for various types of culverts and bridges.
- Review and checking of drawings to ensure compliance with design specifications.
- Preparation of structural layout drawings for embankment and cutting including camber, super-elevation, gradient, curves, and side drains as per IRC standards.
- Preparation of layout plans and profiles for stormwater, sewer, telecommunication ,water lines, LV/HV cables.
- Preparation of underground clash utility analysis and combined utility layout drawings.
- Preparation of house connection layouts and chamber detail drawings.
- Preparation of road temporary diversion plan and profile.
- Preparation of lane closer and temporary traffic arrangement drawings.
- Preparation of street lighting layout plan.
- Preparation of existing utility plan as per trail trench data and proposed utilities plans as per approved utility corridor cross sections.
- Preparation of plan and profile drawings for a 32 Kms long MS pipeline of 2150 mm dia.
- Preparation of both general arrangement and structural detail drawing for Thrust blocks , anchor blocks, and concrete encasements for pipeline crossings over highways and rivers.
- Preparation of general arrangement and structural detail drawings for water flow meter and Intake arrangements.

---

#### **Organization # 4**

Feb 2006 to Nov 2006

---

**Company** : Hincon Technoconsult Ltd., Vikhroli (Mumbai)  
**Position held** : Cad Technician  
**Projects Involved** :

- L & T (BIAL) maintenance mechanical bldg., Lavasa (Lackcity), Reliance Energy Ltd., Sardar Sarovar Nigam Ltd.,

#### **Primary Responsibility**

- Preparation of RCC drawings for Pump House, Equipment foundation drawings, RCC details of Piles, footings, columns, Beams slab etc

---

**Organization # 5****Feb 2005 to Feb 2006**

---

**Company** : Man Construction Pvt. Ltd., Chembur (Mumbai)  
**Position held** : Junior Engineer/Cad Technician  
**Primary Responsibility** :

- Preparation of RCC and Structural Steel drawings for varies types of buildings, General Arrangement drawing for RCC structures, Detailing of Structural Steel fabrication drawings.,
- R.C.C. Details of Piles, Footings, Columns, Beams & Slabs., Details of Water Supply & Sanitary Details., R.C.C & Foundation Details of small Retaining Walls.
- Knowledge of Architectural Drawings, Working Drawings, Structural Drawings, R.C.C. Drawings.
- Tendering and calculations for B.O.Q. Preparing bar charts.

---

**Organization # 6****Jan 2001 to Dec 2002**

---

**Company** : UHDE India Ltd.,Vikhroli (Mumbai)  
**Position held** : Cad Designer  
**Primary Responsibility** :

- Preparation of R.C.C. drgs. for various industrial projects. Preparation of G.A. drawings, Pipe supports drgs etc., Preparation of Piperack drawings, structural drawings and bar bending schedules.

---

**Organization # 7****May 1996 to Aug 1997**

---

**Company** : Dalal Consultants Ltd.,(Worli head office) Mumbai  
**Position held** : Cad Designer  
**Primary Responsibility** :

- Preparation of General Arrangement drawing for RCC structures for varies types of buildings. For Architectural & Civil Depts.
- Created comprehensive drawing perfectly referring to available notes and sketches, checked drawings for conformity in accordance with specification and maintained accuracy.

---

**Organization # 8****Aug 1995 to May 1996**

---

**Company** : Prompt Computer Services., Mumbai  
**Position held** : Auto Cad Draughtsman  
**Primary Responsibility** :

- Drawing Conversions. (Civil, Mechanical, Electrical, Piping Architectural.) for L & T, Dorr Oliver etc.
- Revised drawings as and when needed to incorporate necessary changes.

---

**Organization # 9**

Nov 1993 to Aug 1995

---

**Company** : Pentagon Design System Pune  
**Position held** : Auto Cad Draughtsman/Designer  
**Primary Responsibility** :

- Building layout Drawing Room & Office Interior Working Drawing
- Preparation of Architectural drawings & working drawings.
- Layout details of various sites etc.
- Plan Section & Elevation of Multi Stories Buildings. Detailing for interior designing.

***Personal Details:***

Date of Birth : 17th May 1974  
Sex : Female  
Language Known : English, Hindi and Marathi  
Marital Status : Married  
Interest & Hobbies : Listening to music, reading books etc.  
Strengths : Quickly adopting to new technologies Team Spirit and Team  
building capacity Smart, hardworking and proactive

---

***Certification:***

I, the undersigned, certify to the best of my knowledge and belief that these data correctly describe me, my qualifications, and experience.

**Meena S Gaikwad**