



# Muhammad Itaf

Civil Draftsman / CAD Operator



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Sector G6/1-2, Islamabad

Pakistan.

## EDUCATION

### FACULTY OF SCIENCE (Intermediate)

2001 – 2003

BISE Peshawar

### MATRICULATION (Science)

1999 – 2001

BISE Abbottabad

## TECHNICAL EDUCATION

### DIPLOMA IN INFORMATION

#### TECHNOLOGY

2003 – 2004

N.W.F.P Trade Testing Board

### DIPLOMA IN CIVIL DRAFTSMAN

2007 – 2009

N.W.F.P Technical Board

### DIPLOMA IN AUTOCAD

Three Months

National Institute of Electronics

### DIPLOMA IN 3D STUDIO MAX

Three Months

National Institute of Electronics

### DIPLOMA IN 3D DIGITAL FLIM MAKING

Six Months

Khyber Institute of Professional Skills

Virtual University Campus Rawalpindi

## PROFESSIONAL SUMMAARY

I have almost 18 years of professional experience in the Construction field / Architectural, 3D Designing, Structural Designing of Multistory Residential & Commercial Building, Tunnels, Bridge Structure, Hydro power and Road Safety Projects. I have the experience to work in a dynamic environment and adapt to frequent project changes. I am able to follow complex instructions and diagrams to create or modify drawings using company and government drafting standards. I have the skills to coordinate with designers, technicians and other personnel to incorporate concepts and information into drawing packages.

## EXPERIENCE

### Senior CAD Operator | May 2021 – present

#### READ Foundation Islamabad - Pakistan

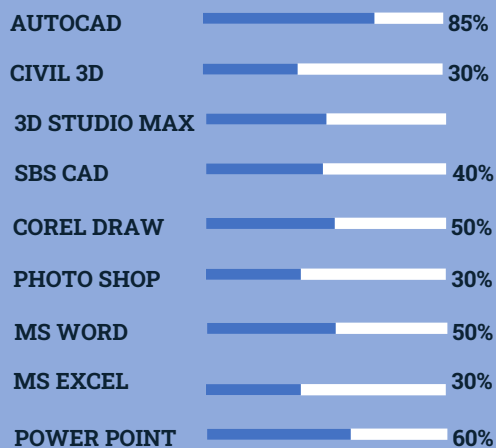
Developed design specifications for more complex construction projects, Worked with CAD operators to develop efficient designs, provided guidance to less experienced staffs as needed, handled large scale and small-scale drafting projects, Provided design support to multiple Building projects. Developed drawing package for bid projects and other special assignments projects. Worked with Engineers in developing design concepts, provided support to assembly floor team during project build phase, produced detailed drawings based on project specifications. Provided technical guidance to Junior CAD Drafters.

### Draftsman Civil | April 2016 – April 2021

#### Finite Engineering (Pvt.) Ltd. Islamabad - Pakistan

Detailed Engineering drafting and drawings, construction drawings, shop drawings, coordination with the relevant engineers for finalization of the drawings and Construction Supervision. Preparation of detailed design drawings. Involved in the preparation of Tender/Construction drawings. Preparation of Drawings, Plan & Profile, Land Acquisition, Topographic Survey, Prepare Cross-Sections of Road etc.

## EXPERTISE / SKILLS



## TRAININGS SESSIONS

### Safeguarding Essential Training Program

One week session of Child  
Safeguarding

Humanitarian Leadership Academy

### First Aid Training Program

One week Training session of First Aid

International Committee of the Red

### Professional Computer Training work shop

Two weeks

READ Foundation Islamabad

### English Language Training work shop

Two weeks

READ Foundation Islamabad

**Name of assignment or project:** Detailed Design & Construction Supervision of NHA Building Complex – at Hevelian Interchange (Three Story Office Building, Two Story Residential Building and Single-Story Lab Building)

**Year:** January 2019 – 2022

**Location:** Hazara Motorway Havelian Interchange KPK, Pakistan

**Client:** NHA / China Road Bridge Company (CRBC)

**Main project features:** As a part of CPEC, KKH Phase-2 is under construction, NHA has Planned to build a Complex at Havelian Interchange for the purpose of project operation and maintenance. The Complex consists of Three Buildings Office Building, Residential Building and Laboratory Building . Office Building is comprise of 3 story with covered area 36000 sq. ft. Residential Building is 2 story with covered area 24000 sq. ft.

**Position held: Senior Draftsman Civil**

**Activities Performed:** Detailed Engineering drafting and drawings, construction drawings, shop drawings, coordination with the relevant engineers for finalization of the drawings and Construction Supervision.

**Name of assignment or project:** Detailed Design of Road Sign Boards & overhead Steel Bridge Design at KKH Phase-2 Hevelian Thakot Section

**Year:** January 2019 – 2022

**Location:** Hazara Motorway Havelian Interchange KPK, Pakistan

**Client:** M/s CCCC First Highway Consultants Co. Ltd. (FHCC)

**Main project features:** 40 km 4 Lane Motorway, 80 km Class-II Highway construction under the supervision of NESPAK

**Position held: Highway Draftsman Civil**

**Activities Performed:** Detailed Engineering drafting and drawings, construction drawings, shop drawings, coordination with the relevant engineers for finalization of the drawings and Construction Supervision.

**Name of assignment or project:** Detailed Design of Lahore Abdul Hakeem section of Karachi Lahore Motorway

**Year:** March 2016 – October 2017

**Location:** Punjab, Pakistan

**Client:** M/s CCCC First Highway Consultants Co. Ltd. (FHCC)

**Main project features:** The broad scope of works consist construction of 6-lane access controlled modern motorway with grade separated intersections. The road pavement shall be flexible in nature and the other components of the project would include large bridges, interchanges fly overs, underpasses, culverts, service areas, rest areas, maintenance areas, toll plazas and administration centers.

**Position held: Highway Draftsman**

**Activities Performed:** Detailed Engineering drafting and drawings, construction drawings, shop drawings, coordination with the relevant engineers for finalization of the drawings.

**CAD Operator (Civil) | January 2014 – March 2016****Daewoo Engineering & Construction (South Korea)****150 MW Patrind Hydropower Project, Muzaffarabad – AJK**

Preparation of Surface Geological Plan, Profile of Head race Tunnel (HRT), and Power House slopes cross section. Preparation of slopes protection reinforcement plans. Making bore hole Layout Plan for Geo investigation, maintain the borehole Logs and prepare the drawing according to borehole Logs. Supervises daily activities and output of design section, coordination with design engineers and site engineers. Prioritize the jobs according to the project requirement. Responsible for Maintain the soft & hard copies of all project's drawings.

**CAD Operator (Bridge Structure) | February 2012 – August 2013****Finite Engineering (Pvt.) Ltd. Islamabad - Pakistan****Earthquake Memorial Bridge, Naluchi, Muzaffarabad - AJK**

Prepared engineering drawings using AutoCAD system. Develop shop drawings for the Box Girder Reinforcements, Sheathing Pipe Installation, stressing of PC Bar and Installation of Coupler. Installation of stay Cable, stressing sequence and grouting stages. Responsible for Making Daily, Weekly and Monthly Progress Reports for Client. Reviewed drawings to ensure in compliance with company's standard drawing procedures. Utilized field survey data to produce detailed construction drawings.

**CAD Technician Interior | September 2010 – December 2011****The Radiants Islamabad - Pakistan**

Developed space planning interior Drawings. Participated in selection of furniture systems and specifications. participated in business development and marketing efforts. Prepared and presented proposals designs, plans, budgets and estimates. Prepared shop drawings, and field construction drawings.

**Senior CAD Operator | April 2008 – August 2010****READ Foundation Islamabad - Pakistan**

Developed design specifications for more complex construction projects. Worked with Junior CAD operators to develop efficient designs. Handled large scale and small-scale drafting projects. Worked with Engineers in developing design concepts. Provided support to assembly floor team during project build phase. Produced detailed drawings based on project specifications. Provided technical guidance to Junior CAD Drafters.

## LANGUAGES

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Language	Speaking	Reading
English	Good	Good
Urdu	Excellent	Excellent
Punjabi	Good	Good
Pashto	Good	Good
Arabic	Beginner	Good

## REFERENCE

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**Abdul Haq**

Senior Manager Design Team

READ Foundation Islamabad – Pakistan

 [abdulhaq42935@gmail.com](mailto:abdulhaq42935@gmail.com)

 +923315859500

**Kashif Mehmood**

Senior Structure Engineer

 Finite Engineering (Pvt.) Ltd.

 [kashif672@hotmail.com](mailto:kashif672@hotmail.com)

**CAD Operator | June 2007 – March 2008**

**Faizan Ahmad Associates Islamabad - Pakistan**

Preparation of Architectural and Structural Working Drawings details include Slab reinforcement, Column, Beam Typical Cross Section, Foundation Layout Plans Electrical and Plumbing drawings. Site Supervision and design Checks. Following Architectural and Structural design drawing to prepare shop drawing.

During my stay at M/S Faizan Ahmad Associate, besides Conventional Architectural Technology I have also acquired command in Light Gauge Cold Formed Steel Construction software called “SBS CAD” developed by ‘Supaloc’ Australia.

**CAD Operator | July 2006 – June 2007**

**Innovative Building System (Pvt.) Ltd. Islamabad - Pakistan**

Developed 2D and 3D drawings for building structures. Produced complex drawings representing elevations, layouts and sections accurately. Explained drawings to engineering team, Guided engineering personnel in resolving construction issues. Worked with Project Manager to revise drawings to eliminate errors.