



PERSONAL  
INFORMATION

**NAME**  
**MUHAMMAD SALMAN ANWAR**  
**NATIONALITY**  
**Pakistani**  
**RESIDENT**  
**Hail, Saudi Arabia**  
**MARITAL STATUS**  
**Married**  
**LANGUAGES**  
**ENGLISH, ARABIC, URDU & PUNJABI**

SALMAN ANWAR

OBJECTIVE

An experienced **Architectural and Civil Draftsman** with over 8 years of professional expertise in AutoCAD drafting and land surveying, primarily in Saudi Arabia.

In addition to my technical skills,

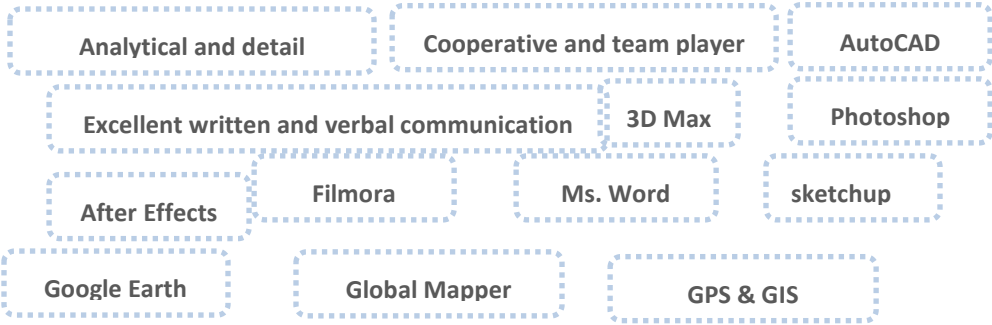
"I have extensive skills and experience working with AutoCAD 2D and 3D, 3ds Max, GPS Global Mapper, and Google Earth. Additionally, I am proficient in using Photoshop, video editing tools, and have expertise as a software technician.

**Experienced GPS Operator**

Led and managed surveying projects as the primary field technician, utilizing GPS technology to conduct precise topographic surveys for land development, construction, and mapping initiatives

**Experienced Document Controller** with over 4 years of expertise in managing and organizing both technical and administrative documents for various projects. Proficient in document control systems, versioning, and ensuring compliance with organizational standards

I am fluent in English Urdu and Arabic enabling me to communicate effectively in diverse environments. I am confident that my experience and skills can contribute positively to any team.

SOFTWARE & SKILLS	
WORK HISTORY	<p><b>WORK EXPERIENCE</b></p> <p><b><i>AutoCAD Draftsman Designer   3ds Max Designer   GPS Operator   Land Surveyor   Photoshop Video Editor</i></b>  <i>government municipality Hail   Saudi Arabia   27-07-2015</i></p> <ul style="list-style-type: none"> <li>● <b>AutoCAD Draftsman:</b> Designed and developed precise 2D and 3D technical drawings, blueprints, and schematics for various projects, ensuring accuracy and compliance with industry standards. Collaborated with engineers and architects to revise and finalize designs based on client specifications and project requirements.</li> <li>● <b>3ds Max Designer:</b> Created highly detailed 3D models, animations, and visualizations for architectural and engineering projects. Produced realistic renders to support client presentations, project proposals, and marketing efforts, ensuring the highest level of design quality and visual impact.</li> <li>● <b>Photoshop Video Editing:</b> Edited promotional videos, presentations, and marketing content, using advanced Photoshop and video editing techniques to enhance visual quality, create effects, and ensure polished final products. Managed color grading</li> <li>● <b>GPS &amp; Land Surveying:</b> Performed on-site land surveying, including measuring distances, angles, and elevations, to provide accurate data for construction and design purposes. Spearheaded topographic surveying projects as the lead field technician, leveraging 3+ years of expertise in GPS technology to deliver accurate and reliable spatial data for land development, construction, and infrastructure projects.</li> <li>● <b>Collaboration &amp; Project Management:</b> Worked closely with architects, engineers, and project managers to ensure all design work aligned with project goals and timelines. Managed multiple projects simultaneously, ensuring deadlines were met while maintaining high standards of quality.</li> <li>● <b>Software Proficiency:</b> Demonstrated advanced proficiency in AutoCAD, 3ds Max, Photoshop, and various surveying software. Maintained up-to-date knowledge of software updates, new features, and best practices in the field.</li> </ul>

## **FIELD SURVEY TECHNICIAN & Project Managing**

**Field Survey Technician | Survey & Planning: | Collaboration & Communication | Project Managing**

*government municipality Hail | Saudi Arabia | 01-01-2022*

- ***Conducted topographic surveys using advanced GPS technology to collect and analyze spatial data for construction, land development, and mapping projects.***
- ***Operated and maintained surveying equipment, ensuring accuracy and adherence to project specifications.***
- ***Collaborated with project teams to interpret survey data and produce detailed maps, reports, and drawings.***
- ***Performed field inspections and verified measurements to ensure compliance with design plans and regulatory standards.***

## Document Controller

### Document Management | Compliance & Reporting: | Collaboration & Communication | Archiving & Record Keeping

*government municipality Hail | Saudi Arabia | 01-01-2020*

- Managed documentation for private/residential villas and commercial projects, ensuring all site-related documents were collected and organized.
  - Controlled, numbered, filed, and sorted various documents, ensuring easy retrieval through both electronic and hard copy storage systems.
  - Received documents from Management, Subcontractors, and Consultants as required, and distributed them to the responsible personnel.
  - Generated and logged documents such as Inspection Requests, Submittals, RFIs, and other documents from Quality Control Engineers, ensuring timely submission to consultants before inspection dates.
  - Maintained document records using Aconex software and MS Office Suite (Word, Excel, PowerPoint, Outlook), ensuring accurate tracking and compliance.
  - Managed records for Drawings, Method Statements, Material Submittals, Sample Submittals, RFIs, NCRs, Contracts, LOIs, Payment Certificates, and other important documents.
  - Oversaw the update and monitoring of employee records, ensuring accuracy in documentation.
  - Managed manpower planning, including leave management, shift coordination, and overtime scheduling.
  - Collected and compiled timesheet data from employees across various departments for payroll and record-keeping purposes.
  - Processed sick leave and vacation requests, ensuring all administrative forms were completed and filed appropriately.
  - Prepared payment confirmations for suppliers, ensuring timely and accurate processing of payments.
  - Coordinated vehicle maintenance by collecting quotations and finalizing maintenance requests per senior instructions.
  - Maintained comprehensive records for vehicle upkeep, ensuring all maintenance activities were documented and managed efficiently.
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EDUCATION			
	MATRICULATION	GOVT HIGH SCHOOL DHAUNKAL	2010
	HIGHER SECONDARY EDUCATION	SUPERIOR COLLEGE WAZIRABAD	2012
	DRAFTSMAN	CHRISTIAN TECHNICAL TRAINING CENTRE GUJRANWALA	2013
	OFFICE MANAGEMENT	IOP INSTITUTE WAZIRABAD	2009
	AUTOCAD	CAD DRAFTING INSTITUTE WAZIRABAD	2011
	3D STUDIO MAX	CAD DRAFTING INSTITUTE WAZIRABAD	2012
	GOOGLE EARTH GPS & GIS	SAUDI ARABIA	2017
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