

AUTO CAD COORDINATOR

MOHAMMED ABDUL RAHEEM



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Career Objective

Obtain a potential long-term position with a leading company as a Senior Civil CAD Draftsman / Technical coordinator (**16 years' Experience in UAE & 2 years' in India**) where my qualification, knowledge, skills, and experience are aptly utilized and challenged to meet the needs of a growing global-minded company.

Academic Qualification

- S.S.C from St. Andrews High School, Saidabad, Hyderabad
- Intermediate from St. Georges Junior College Abids, Hyderabad

Technical Qualifications

- Diploma in Computer Hardware
- Diploma in Civil Draughtsman
- Diploma in AutoCAD (2D, 3D)

Professional Experience

1. Senior Civil CAD Draftsman / Technical Coordinator

(May 2015 – Jun 2021)

MS Construction LLC FZ

Dubai, United Arab Emirates

Client : Meydan

Consultant : Ae7 Consultant

Contractor : MS Construction L.L.C FZ

Project: - Mohammed Bin Rashid Al Maktoum city (District One)

Projects Handled;

- Phase 1 – 267 Villas at MBRAMC- District 1
- Phase 2 – 252 Villas at MBRAMC- District 1
- Phase 1 Mansion - 42 Nos Mansions MBRAMC- District 1
- Phase 2 Mansion – 19 Nos Mansions MBRAMC- District 1
- Nursery & Trades hopes at MBRAMC- District 1
- Phase 3 – Show Apartments at MBRAMC- District 1
- Dubai Water Canal Development - SAFA A and SAFA B
- Meydan One Mall

Job Responsibilities

- Preparation of Architectural, Structural Plans, Sections, Elevations, Details general arrangement drawings. Preparation of FF & E and RCP drawings.
- Preparation of Infrastructure, Landscape & crystal lagoon detailed drawings.
- Obtained approval of the consultant for subcontractors, material submittals, shop drawings & method statements.
- Coordinated with the field engineers and consultants and resolved technical queries during construction.
- Coordinate with site & project teams and raise requests for information (RFI) as and when required.
- Coordinate all activities related to procurement, material submittals, execution & documentation of projects assuring compliance with requirements.
- Reviewed all contract documents contract drawings, BOQs, specifications & conditions of contracts, raised queries on consultant & client and resolved discrepancies before commencement of work.

- Interface with various department for on time preparation of technical submittals for civil construction subcontractor's qualifications, materials, shop drawings & method statement and liaise with consultant for approval. Review design and construction documents, designs & layouts.
- Responsible for assisting the reviewers to organize reports, and presentations.
- Carry out field surveys and measurements using Land surveying techniques to collect site, building and facility measurement data for upload into appropriate CAD outputs.
- Checking of the drawings drawn by juniors & shop drawings done by contractors.
- Responsible in updating revision of drawings as per designers and engineer marks up.
- Keep track of all the incoming and outgoing drawings related to the project.
- Control, Update and Maintain Submittal Logs (inward and outward) of Materials / Drawings / Documents in Compliance with Project / Contractor / Consultant requirements.
- Reviews and checks the work of other designers/draftsmen to ensure accuracy and correctness of their Work prior to their formal issue for construction. Supervise and train other technologists, technicians and drafters.
- Ensure that the company quality system and client's design and drafting procedure are maintained to
- Produce a high quality and professional type output from the drafting office.
- Strong communication, collaboration & team building skills with proficiency at grasping new technical concepts quickly & utilize the same in a productive manner.
- Specialized in preparing General Arrangements of conducted surveyed data that exists on site areas such as underground services, trial pits, existing ground levels, building boundaries, manholes, ducts, roadways, interlock & paving locations, Designated coordinates etc. that is useful for the construction programs & also for quantity surveyors.
- Updating and As-built of all the multidiscipline project drawings mainly civil and structural drawings and Details using AutoCAD.
- Reviewing all sub-contractor shop drawings prior to submission to consultant as per specification and as per project requirement.
- Checking with MEP department for related shop drawings submission & coordinate with architectural & structural drawings mismatching from consultant drawings

2. Senior Civil CAD Draftsman Saleh Constructions LLC

(March 2012 to April 2015)
United Arab Emirates

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|---------------------|--|
| Project 1: - | B+G+M+2+Roof Office Building by EMKE Group |
| Client | : Al Falah Plaza. |
| Consultant | : Design & Architecture Bureau (DAR) Consultant. |
| Contractor | : Saleh Construction L.L.C |
| Project 2: - | B+G+M+2+HC Commercial & Residential Building at Karama Dubai |
| Client | : AL Wasl Asset Management Group |
| Consultant | : Design Centre Architects & Engineers Consultant. |
| Contractor | : Saleh Construction L.L.C |
| Project 3: - | Universal American School at Dubai Festival City |
| Client | : Dubai Festival City L.L.C |
| Consultant | : Arif & Bintook |
| Contractor | : Saleh Construction L.L.C |
| Project 4: - | Deira International School at Dubai festival City |
| Client | : Dubai Festival City L.L.C |
| Consultant | : Arif & Bintook, |
| Contractor | : Saleh Construction L.L.C |

Project 5: - B+G+M+4+HC Commercial & residential Building at Deira
Client : Abdulla Omair Bin Afira Alfalas
Consultant : Osool Consultant Planners & Designer
Contractor : Saleh Construction L.L.C,

Project 6: - Shopping mall at Discovery Garden Dubai
Client : Nakheel,
Consultant : Arif & Bintook,
Contractor : Saleh Construction L.L.C

Project 7: - 98 Villa Compound at Abu-Dhabi
Client : H.H. Sheikh/Dhiab Bin Zayed Bin Sultan Al Nahyan
Consultant : A.P.G Arch. & Planning Group
Contractor : Saleh Construction L.L.C

3. Architectural CAD Draftsman

(Aug 2006 to Feb 2012)

METAC General Contracting Co. W.L.L

United Arab Emirates

Project 1: - Workshop offices and labor accommodation for drainage and irrigation department for Dubai municipality at Al Warsan
Client : Dubai Municipality
Consultant : Bel-Yoahah
Contractor : METAC General Contracting. L.L.C

Project 2: - 3B+G+M+12+ roof commercial & residential building twin towers at Abu Dhabi
Client : First Gulf Bank,
Consultant : Al Burj Engineering,
Contractor : Metac General Contracting. L.L.C

Project 3: - Shaika Salama Tower 4B+G+M+16+Roof Commercial/Residential Building at Abu Dhabi
Client : Sheik Khalifa Bin Zayed Al Nahyan
Consultant : House A.D
Contractor : Metac General Contracting. L.L.C

4. Architectural CAD Draftsman

(2004 to 2006)

Mohammed Sayeed Construction

Hyderabad India

Skills

- Well-versed with use of Microsoft Office (Excel, Word, Outlook as well as Adobe Acrobat).
- Working Knowledge of construction Documents, IFC drawings and Specifications.
- Understanding of the Engineering and construction workflow for a project.
- Ability to work under pressure.
- Ability to perform task efficiently and effectively with Consultant and team members.
- Quick Typing Speed.
- Can communicate fluently in English, Urdu, Hindi.
- Strong Communication skills with Positive attitude, balanced temperament.

Personal Details

- NAME: MOHAMMED ABDUL RAHEEM
- FATHER'S NAME: LATE MOHAMMED AHMED
- DATE OF BIRTH: 11-2-1985
- MARITAL STATUS: MARRIED
- GENDER: MALE
- NATIONALITY: INDIAN
- RELIGION: ISLAM
- LANGUAGES KNOWN: ENGLISH, HINDI, TELUGU AND URDU

Passport Details

- PASSPORT NO: L-6644729
- DATE OF ISSUE: 04-03-2014
- DATE OF EXPIRY: 03-03-2024
- PLACE OF ISSUE : HYDERABAD
- VISA STATUS: EMPLOYMENT
- DRIVING LICENSE: UAE

In declare that the above fact given by me are true to the best of my knowledge and shall provide references on request.

Date: 05-Sep-2021, Dubai, UAE.

ABDUL RAHEEM