



SYED AHMED

ARCHITECTURAL ASSISTANT & SITE COORDINATOR

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CAREER OBJECTIVE:

To get associated with an Architectural/Engineering firm as an **Architectural Assistant** and to enhance my knowledge and skills according to the latest trends and be part of a team which for the growth of the organization.

JOB PURPOSE:

- Architectural Assistant offering an excellent blend of technical aptitude and creative ability as well as **13 years** of experience providing on-site and project management.
- Solid ability to assist staff in the construction phases of projects, support the team in the preconstruction process and contribute to high-quality cost effective and timely completions.
- Produce and maintain design drawings, Fabrication and Industrial Services Project.

EDUCATION QUALIFICATION:

- B.COM (Bachelor of Commerce) from Osmania University, 2009.

PROFESSIONAL CERTIFICATION:

- Diploma in **ARCHITECTURE** from Indo-British Academy, Hyderabad.
- Diploma in **CIVIL DRAUGHTMANSHIP** from Indo-British Academy, Hyderabad.
- Diploma in **AUTO-CAD** Computer Aided Drafting from Indo-British Academy, Hyderabad.
- Special Training Module in **AUTO CAD Ver.2008,9&10,Latest version 2D & 3D** along with basic of working.

SKILLS & ABILITIES:

- Computer skills : Proficient in current release of AutoCAD, Microsoft Office, Basic Photoshop, Sketchup.
- Drafting Standards : Through understanding & efficiency with international codes and Concern companies drafting standards.

WORK EXPERIENCE:

(2014 - PRESENT) Roots Group Arabia (RGA) - King Abdul-Aziz International Airport (KAIA) Architectural Assistant & Site Coordinator - JEDDAH, KSA

Responsibilities:

- Prepare Design Drawing, Shop Drawing, detailed drawing, coordination drawing.
- Modifying the drawings after visiting site to solve site obstacles if any.
- Coordinate with Sub-contractors/ suppliers and consultant for electrical, mechanical And architecture issues.
- Following project schedules and Preparing RFI'S to comply with site requirements if any.
- Coordinated prioritized and organized multiple projects with fast pace schedules

- Coordinated and support all areas of the project from startup to closeout
- Visiting sites to gather information, and determine limitations and feasibility of designs
- Make site visits to double check the work procedure if it is done based on our Submitted drawings.
- Ensure designs are completed to specifications and safety regulations.
- Understanding of building systems and their various classification structures According to industry standards, knowledge of building system life cycles.

(2012 - 2014) Saudi Bin Laden Group, (ABCD) King Abdul-Aziz International Airport (KAIA)

Architectural Assistant - JEDDAH, KSA

Responsibilities:

- Prepare Design Drawing, Shop Drawing, detailed drawing, coordination drawing And As-built drawing.
- Review and interpret client specifications.
- Modifying the drawings after visiting site to solve site obstacles if any.
- Make site visits to double check the work procedure if it is done based on our Submitted drawings.
- Work closely with the team of CAD Operators and managers to make sure that the design is precise. Also to ensure that contract responsibilities are met.

(2009 - 2012) Zuhair Fayeze Partnership, Jeddah, K.S.A

Architectural Assistant - JEDDAH, KSA, and Projects Involved:

Ministry of interior, King Abdullah Project (KAP), Internal Police Department, Patrol Dispatch Administration, Civil Defense Squad, Drug En-forcement Section, Administrative Bldg Category, Administrative Branch B Mujahedeen General Directorate, Civil Defense Section. Helicopter Facilities for King Faisal Naval Base (KFNB).

Responsibilities:

- Coordinating architectural drawing with MEP and other disciplines.
- Preparing architectural working drawing, detailing doors & windows schedules, floor patterns, plans, sections & elevation & supervision of interior works.
- AutoCAD draftsman to provide quality drawings and improve the methods which increase efficiency in the production of those drawing as it generates revenue by saving cost and time.
- Check tolerances, dimensions and fabrication feasibility of designs and work with engineers to resolve problems
- Prepare quantity surveying schedule for the buildings.

(2007 - 2009) SDG Architects & Planners

Architectural Assistant – India, Hyderabad

Responsibilities:

- Coordinating architectural drawing with MEP and other disciplines.
- Preparing architectural working drawing, detailing doors & windows schedules, floor patterns, plans, sections & elevation & supervision of interior works.
- AutoCAD draftsman to provide quality drawings and improve the methods which increase efficiency in the production of those drawing as it generates revenue by saving cost and time.
- Prepare quantity surveying schedule for the buildings.

PERSONAL INFORMATION:

Date of Birth:	20 th Feb. 1988
Marital Status:	Married
Nationality:	Indian
Languages Known:	English, Arabic, Urdu, and Hindi
Residence Permit (Iqama):	Valid & Transferrable.
Passport :	Valid upto 2030