

Cover Letter: Civil, Architectural Draftsman Designer

Date:

From

Muhammad Usman Zafar

To

**The Human Resources
Manager.....**

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GREETINGS

Subject: Application for the Appointment as an Civil , Architectural Draftsman Designer

RESPECTED SIR,

This letter is to express my interest in applying for a position Draftsman Designer Civil, Architectural & Telecom field in your reputable organization. To work for organization would be prevailing and I believe that my experience will make a competitive enough for a position in Your company. I am having 12+ years of rich experience in Design/ road infrastructure, project management of building, & telecom sector .

Currently I am looking for an suitable and Challenging opportunity, where I can utilize my skill and prove my worthiness at workplace given any task related to the field of Design/ road infrastructure, project management of building, & Telecom Sector as I did in the past. I have enclosed my CV for your consideration but if you have any questions about my education and or experience, please do not hesitate to contact me and I will be happy to answer any questions that you may have.

Thanking you for taking the time to read my letter and CV and I look forward to hearing from you in due course.

Yours Sincerely

Muhammad Usman Zafar

Permanent Address : HOUSE No: 50/B Block 21 Punjab
Sargodha Pakistan

Temporary Address : Dammam Saudi Arabia
0092-3452400232 & 00966-0597687839



CURRICULUM VITAE

POST APPLIED: CIVIL & ARCHITECTURAL DRAFTSMAN DESIGNER

Muhammad Usman Zafar
S/o Malik Alamgir Zafar
House # 50/B Block 21 Sargodha Pakistan
Mob: # +966-0597687839
+92- 3452400232
Email: usman.zafar49@gmail.com
muhammad.usman@fmsco.com.sa

OBJECTIVE:

Looking for a computer professional job. A career in systems development that will help me to utilize my design and innovation capabilities, and provide me exposure and scope for learning and self-development. Skilled and education for the carrier growth and very demanding era challenges.

SUMMARY:

- ❖ Motivated & energetic B.A graduate.
- ❖ Experienced in GIS/Auto Cad Civil, Arch & Designer.
- ❖ Skill in effective computer usage.
- ❖ Willing to learn and take on new challenges.
- ❖ Good communication and analytical skills.

PROFESSIONAL SYNOPSIS:/

- ❖ Excellent analytical, communication, and interpersonal skills
- ❖ Highly adaptive to new environment, detail oriented and stimulated by new challenges
- ❖ Effectively manage tasks, set and meet deadlines with quality.
- ❖ Devoted to class performance with a knack to learn new procedures

PROFESSIONAL CAREER PROFILE

12 years of experience in the fields of Civil and land development Auto Cad Draftsman activities like; 5 years Experience in Pakistan, and 7 Years in Saudi Arabia.

- Technical Correspondence with consultant.
- Progress Monitoring and Control with draftsman.
- Controlling shop drawing and As built drawing

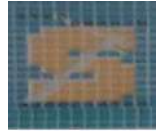
PROFESSIONAL EDUCATION:

- ❖ 14 Months Computer Application & Data Base Management Diploma in Govt Board Vocational Training Institute Sargodha Punjab Board.
- ❖ One Year Diploma Draftsman Civil in Govt Board Professional Skill Education Council Islamabad Pakistan .
- ❖ One Year Computer Certificate Course in Hardware and Software Punjab Sargodha Pakistan.

WORK EXPERIENCE:

i) CADD Engineer: One Year Syed Ibrahim Associate Jami Commercial Phase III DHA Karachi.Key Job Responsibilities: Jan 2007 to Mar 2008

CADD Center Profile: Architectural firm providing various CAD products and services to the Design, Drafting, and Engineering Manufacturing & Consultancy organizations.CADD center provides training on all the major engineering softwares like AutoCAD, 3DStudio max, and Adobe Photoshop.



ii) Two Year Engineers Guild Construction Co. Sargodha Pakistan **Key Job Responsibilities: Mar 2008 to April 2010**

- Preparing designs for various Buildings and Project.
- Preparing the drawings and submitting to the client.
- Keeping the register of all the drawings prepared by the design team
- Working Drawing Schedule Drawing, Dimension Draw, Electric Draw, & Layout Etc.



iii) AutoCAD Draftsman: Two Year Dream Builders Architecture office Sargodha Pakistan **Key Job Responsibilities: April 2010 to June 2012**

- Preparing designs for various Buildings and Project.
- Preparing 2D Drawing & 3D Drawing.
- Preparing 3D Front Elevation
- Preparing the drawings and submitting to the client.
- Keeping the register of all the drawings prepared by the design team



Working Drawing Schedule Drawing, Dimension Draw, Electric Draw, & Layout Etc.

Draftsman Civil

Working in SAUDI ARAMCO OIL & GAS COMPANY DAHRAN . SAUDI ARABIA

R&DC Building Research & Development Center.

With the Contract of Middle East Services Company AlKhubar Saudi Arabia

Key Job Responsibilities : Aug 2012 to March 2014.

Involved in Design, Details and Presentation.

- Design & Details of Auditorium.
- Preparing Shop Drawing.
- Preparing Details Drawing for Aramco Standard.
- Preparing As built Drawing .
- Preparing the Drawings and Submitting to the Aramco Management.



- Working Drawing Schedule Drawing, Dimension Draw, Electric Draw, & Layout Etc
- Offices renovation & design.
Labs renovation & design etc

Position : Auto Cad Draftsman Civil & Architecture

Duration : May 01, 2015 to June 14th 2019

Company : Al-Mashariq Trading & Contracting Co Saudi Arabia.
Construction of infrastructure and Building for Defense Force With Thales Security Solution (French Company) as a Partner.



Type of Project : EPC of infrastructure of Jubail II Phase 2 Contract 204-C62
(161 Million SR)



Client : Royal Commission (RC) Jubail & Yanbu



Consultant : BECHTEL

Location : 2nd Industrial Area, Jubail-2, Kingdom of Saudi Arabia.

Contractor : Al Mashariq Trading and Contracting Co

Scope of Employer's Contract: Procured and Construct Fence, Check Point, Duct and Etc.

Specific Duties and Responsibilities/Scope of Work.

- Prepared proposed 44 kilometer fence profile layout for existing natural grade level and finish grade level.
- Prepare Security fence mockup layout for submittal.
- Prepare LAR Land Allocation request layout for Royal commission GIS system working environment.
- Draw site grading (Road work plan and sections as per propose site grading) layout as per Royal commission standard
- Preparing Civil , Architecture Shop Drawing & Responsibilities update As Built Drawing.
- Preparing Schematic Drawings Civil & Architectural.
- Preparing Interior Views.
- Preparing Signage's
- Quantity Cut & Fill for Fence
- Preparing Tmp Traffic Management Plan as Standard of Road Department Ksa

Position : Draftsman Designer & Planner

Duration : June 16, 2019 to June 9, 2020

Company : Al-Mashariq Trading & Contracting Co Saudi Arabia.
Telecommunication Department



Type of Project : FTTH Development STC Project Dammam.



Client : Integrated Dawiyat For Telecom & Information Technology.

Consultant : STC Saudi Telecom Company



Location : Dammam Kingdom of Saudi Arabia.

Contractor : Al Mashariq Trading and Contracting Co

Scope of Employer's Contract: Fiber Optical Cable installation, Duct and Etc.

Specific Duties and Responsibilities/Scope of Work.

- Checked all plans, materials and designs and ensured proper specifications.
- Conducted all work in accordance to safety practices.
- Collect data from site and update fulcrum site as per required project.
- Work ARC GIS Software. Coordinate with other technicians and analysts in various data Development and project support initiatives.
- Assisted clients and commissioning engineers in design process and installed and commissioned equipment.
- Responsibilities Redline Drawing & As Built Drawing.

Position : Draftsman Designer & Planner QC

Duration : June 10, 2020 to Present

Company : Al-Mashariq Trading & Contracting Co Saudi Arabia.
Energy Projects and Services Division Dammam.



Type of Project : Replacement of 4.16 KV Switchgear, MCC and LV Switchboard at Marafiq SWC-1 Jubail.



Client : Power and Water Utility Company for Jubail and Yanbu

Consultant : Dar al Riyadh Alkhubar & Tisco Dammam

Location : Jubail Kingdom of Saudi Arabia.



Contractor : Al Mashariq Trading and Contracting Co

Scope of Employer's Contract: Maintenance Electrical , Mechanical , and Civil .

Specific Duties and Responsibilities/Scope of Work.

- Prepared Daily Document Transmittal as Marafiq Standard.

- Responsibilities Redline Drawing & As Built Drawing
- Preparing Civil , Electrical, Mechanical Shop Drawing.
- Prepared Access for Marafiq Vehicle & IDs
- Prepared Rental Manpower Time sheet as required monthly basis.

Position : Draftsman Designer & Planner

Duration : Feb 22, 2021 to Present

Company : Fields Modern Solution Trading & Contracting Company Saudi Arabia

Type of Project : Mas Grading Duba Saudi Arabia

Client : NEOM Company Building 4758 Neom Base camp Gayl, Tabouk Province Kingdom of Saudi Arabia.

Consultant : AECOM Arabia Ltd. Co

Location : **Duba** Kingdom of Saudi Arabia.

Contractor : Fields Modern Solution Trading & Contracting Company Saudi Arabia.

Scope of Employer's Contract

- Prepared Daily Document Transmittal as Neom Standard.
- Responsibilities Redline Drawing & As Built Drawing
- Preparing Civil , Electrical, Mechanical Shop Drawing.
- Tmp Traffic Management Plan as Mot Standard.
- Backfilling Drawing.
- Coordinates Drawing.
- Survey Report Drawing.



SKILL SET:

- Innovative designing, Good team work and management skills, result oriented, Time management, communication, knowledge an experience sharing, cost conscious, corporate and client support, presentation, research.

➤ MAJOR RESPONSIBILITIES

- Updating of Civil , Architectural, Electrical & Mechanical As-Built Drawings.

- Preparing Schematic Drawings Civil , Architectural, Electrical & Mechanical.
- Preparing Signage's & Preparing Interior Views
- Preparing Tmp Traffic Management Plan

EDUCATION:

- BA:** Allama Iqbal open University Islamabad **2009.**
General Group.
- FA:** Govt Ambala Muslim College Sargodha **2006.**
Humanities Group.
- Matric:** Govt Khaliqia High School Sargodha **2004.**
Science Group.
- Main Topics and Electives:** Design of Building, Construction Management, Civil & Architecture Drawing Auto cad & 3D Studio Max & Adobe Photoshop & GIS.

HOBBIES:

- ❖ Internet Searching
- ❖ Book reading
- ❖ Play Cricket

ACHIEVEMENT:

- ❖ Accumulated valuable information while working with diverse software's
- ❖ Gathered knowledge how to design accurately

GOAL:

- ❖ Generate accurate result
- ❖ Meet target beforehand
- ❖ Specialized tasks include preparing a visual description of a product to be constructed.
- ❖ Creating plans to build to manufacture anything like buildings, spacecraft, etc.
- ❖ A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

WHY SHOULD I BE SELECTED:

- ❖ Enthusiastic and hard worker
- ❖ Can execute work efficient & Team work
- ❖ I think and of course i am sure that i have the necessary skills required for the job and i know everyone has the skills but apart from those skills I have a positive attitude and i am honest as far as I know & I am a quick learner and can get accustomed to and good environments.

STRENGTHS & TRAITS:

- Adaptability.
- Organizing capability

- Leadership, Punctuality

PERSONAL DETAILS :

Name : Muhammad Usman Zafar
Father Name : Malik Alamgir Zafar
D.O.B : 14 May 1987 at Pakistan
NIC # : 38403-3357553-5
Passport # : BF5525533
Iqama# : 2386739748
Nationality : Pakistani
Marital status : Married
Cell No : +966-0597687839
Sex : Male
Language Know : English , Arabic & Urdu

REFERENCE :

- ❖ Muhammad saleem Architect director Architecture office sargodha Pakistan.
- ❖ Naeem Ahmed structure engineer Architecture office sarogdha Pakistan.
- ❖ Patrick Crofton Supervisor Saudi Aracmo Oil Company In Dehran Saudi Arabia.

DECLARATION:

I hope the above information will meet your requirements. Further, I assure you if an Opportunity is given; I will satisfy management by performing the task within scheduled time and cost. I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Signature,

Place:

Muhammad Usman Zafar

☎ 00966-0597687839 WhatsApp & Imo

Usman.Zafar49@gmail.com

KSA – RESIDENT IDENTITY



KSA – DRIVING LICENSE



SAUDI ENGINEERING COUNCIL CERTIFICATE

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

SCC
الهيئة السعودية للمهندسين
SAUDI COUNCIL OF ENGINEERS

شهادة
اعتماد مهني

Certificate
Professional Accreditation

عضوية رقم: 643063

Membership no.: 643063

Saudi Council of Engineers, which aims at prescribing necessary rules, regulations, and examinations for obtaining professional degrees, as stipulated in its Statute issued by Royal Decree 36/M dated 26/09/1423H, and in accordance with the Executive Bylaws and Regulations for professional accreditation, hereby awards:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م / ٣٦ وتاريخ ٢٦ / ٩ / ١٤٢٣هـ، بوضع القواعد والامتحانات اللازمة للحصول على الدرجات المهنية وبناءً على اللائحة التنفيذية وقواعد الاعتماد المهني للمهندسين، فقد قررت الهيئة منح:

MUHAMMAD USMAN ZAFAR

محمد عثمان ظفار

Classification: Technician

التصنيف : فني

Specialization : Draft man

التخصص : رسام



This Certification is valid until: 06 July 2021

هذه الشهادة صالحة إلى تاريخ 27 ذو القعدة 1442

Secretary General الأمين العام

PA&Q Director مدير عام الاعتماد والتأهيل المهني

م. فرحان بن حبيتر الشمري

م. فرحان بن حبيتر الشمري

م. ابراهيم بن عامر الحمود

م. ابراهيم بن عامر الحمود

STC – ID



ARAMCO – ID

