

To,

The Personnel Manager

Sub: Application for the post of "**AUTO CAD MEP Draughtsman**".

Dear Sir,

With reference to the below subject, I avail this opportunity to introduce myself **Mohammed Rizwan** I am in a field where creative and logical thinking is must and I am confident that I do justices to my work with my talent and skills.

Being actively involved in the field of MEP for experience **11 years**. I have gained wide experience. This experience had benefited me professionally and broadened my creative and logical thinking in the MEP field.

I am confident to Draft the Mechanical works for commercial & industrial projects.

I'm enclosing here my Curriculum Vitae for your kind consideration of my candidature and hope that I may get an opportunity to prove my worthiness.

Keeping in view of my qualification, knowledge and experience, I am confident that I can fulfil the above-mentioned assignment perfectly and live up to your expectations.

Looking forward for a favourable response.

Thanking you in Anticipation.

Yours truly,

Mohammed Rizwan

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CURRICULUM VITAE

MOHAMMED RIZWAN

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POSITION APPLIED FOR MEP DRAUGHTSMAN ALONG WITH EXPERIENCE IN SITE ACTIVITIES.

PRESENT ORGANISATION

PROFESSIONAL EXPERIENCE

Working as a **MEP Draughtsman** in Mannai Trading & Contracting S.P.C, Bahrain from December 2015 to till date.

Project details: G+46 Storey Commercial Complex and doubletree by Hilton hotel "Sukoon Tower " Juffair, Manama

G+20 Story Commercial Wyndham Garden hotel "Mannai Plaza" Juffair, Manama

Project scope involves.

- **Preparing of HVAC Drawing** creation for all floors, assigning duct levels and Preparing Cross-section views for ducting, preparing equipment schedules and grille schedules. The inputs for this project were the architectural design drawing. FCU's, AHU's, CHILLERS details and equipment catalogues with detailed dimensions, which were used to generate the equipment layout and duct connectivity, type of duct joints as per the SMACNA standards.
- **Preparing of Plumbing Drawings** for Water Supply System as per the layout.
Preparing Drawings for Hot & Cold Water Supply System as per layout.
Preparing Schematic & Layout Drawings as per Architectural Drawings availability.
Preparing Independently for Schematic & Layout Drawings as per Architectural Drawings availability.
Preparing High Level & Low Level connection for Drainage Layout.
- **Preparing of Fire Fighting Drawing** creation for all floors, assigning Pipe levels and Preparing Cross-section views for piping, preparing equipment schedules for eg: FHRC, ZCV, SPRINKLERS and ALL VALVES etc. The inputs for this project were the architectural design drawing. And I am the responsible person for all Quantity of works.
- **Preparing of Extra Low Voltage System** Fire Alarm System, Telephone & Data System, CCTV & Access Control System, Cable Tray & Trunking Layout, Coordination Execution of ELV work on site, Making as built drawings from site.

Nature of drawings

Mechanical & Electrical (HVAC, Plumbing, Fire Fighting & ELV System).

PREVIOUS ORGANISATION

❖ Job Place	:	Snowfall Air Conditioning Manama, Kingdom of Bahrain.
Job Title	:	HVAC Draughtsman with Site Activities.
Duration	:	01-Jan-2013 to 9-Dec-2015
Nature of Job	:	MEP Drawings, Plan, Sections, Elevations, Specialized in HVAC Drafting.

PROFICIENCY

- Excellent command on Auto CAD and able to modify MEP Drawings.
- Command on Heat Load Calculation.
- Preparation of duct sizing from airflow data.
- To estimate the quantities of ducts from the auto cad drawings.
- To visit the site and handling site issues
- Basic knowledge of different HVACs equipment in term of function.
- A/c Units, Grills and Diffusers Material take off.
- To co ordinate with the client for the approval of drawing.

PROJECTS HANDELED

- Project on Designing of HVAC Ducting system in the Capital Tower 26th Storey Building at Al Seef.
- 6th Storey Building at Sanad.
- 8th Storey Building at Seef Seven.

❖ Job Place	:	Thermo Engineering Service W.L.L. Manama
Job Title	:	HVAC Draughtsman.
Duration	:	July-2012-To Dec-2012
Nature of Job	:	MEP Drawings Specialized in HVAC Drafting.

PROFICIENCY

- Excellent command on Auto CAD and able to modify MEP Drawings.
- Specialist in, HVAC Draughtsman.
- Duct designing using **McQuay** software.
- Estimation of quantities from the auto cad drawings.

PROJECTS HANDELED

- HVAC system in the Sadiq Jawad Mohammed 2Storey Villa at Al Ali
- Hamad Ahmed Almallah 2storey Villa at malkiya.
- Nabil mirza Al mahari 2Storey Villa at Shakoora

INDIA EXPERIENCE

❖ Job Place	:	Q Engineering Prospects Pvt Ltd. Hyderabad, india.
Job Title	:	Steel Structural Draughtsman.
Duration	:	April-2010 To June - 2012
Nature of Job	:	Auto Cad Drawings, Steel Structural Drafting.

PROFICIENCY

- CRUSHER HOUSE-(RAJSAMANA,RAJASTHAN) GA, FABRICATION Detailing & sheeting.
- Detailing and Bill of Quantities of Structural Drawings which includes Columns, Horizontal, Vertical, Purling & Chord bracings, Tie beams.
- Bill of Materials in excels Sheets, B.O.M Abstract in Excel Sheet.

PROJECTS HANDELED

Project : TATA Projects Limited, L&T Metro Stations.
Client : TATA Projects Limited, L&T.
Package Used : AUTO-CAD, M.S.Projects, Microsoft Office Excel.

❖ Job Place : Superior Technologies Pvt Ltd, Hyderabad.
Job Title : HVAC Draughtsman, Jan/2008 To Feb/2010
Nature of Job : Auto Cad Drawings, in MEP Draftsman.

PROFICIENCY

- HVAC Draughtsman, Duct designing using **McQuay** software, Estimation of quantities from the auto cad drawings.

PROJECTS HANDELED

- HVAC Draughtsman in the commercial complex SILICON TOWER.
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ACADEMIC QUALIFICATION

- ❖ BOARD OF **S.S.C** passed in March 2005.
Govt Secondary School .Nizamabad.
- ❖ BOARD OF INTERMEDIATE.
Construction Technology (C.T) Passed in -April 2008
Govt Junior College. Nizamabad.

TECHNICAL QUALIFICATION

Diploma in Auto cad draughtsman from Government of Andhra Pradesh department Of Employment & Training Date: 25-Aug-2007 to 24-Jan-2008.

COMPUTER KNOWLEDGE

Operating Systems : Windows 98, 2000, XP.
Software used : AutoCAD Latest, MS-Word, Excel etc.
Other Software : Google Sketch Up 2018.

PERSONAL PROFILE

Name : Mohammed Rizwan
S/of : Mohammed Abdul Sami
Date of Birth : 10-Aug-1989
Marital Status : Married
Religion : Muslim
Languages Known : English, Hindi, Urdu and Arabic.
Nationality : Indian
Permanent Address : H.No: 9-16-185/1A, Ahmed pura colony,
Near Mustafa Mosque, Nizamabad, Telangana, India.

New Passport Number : R7678343
Date of issue : 27-07-2017
Date of expiry : 26-07-2027
Place of issue : Bahrain

Old Passport Number : G5966798

I have driving license.