

MUTAMAR H. GALBON

Jeddah, Kingdom of Saudi Arabia (KSA)

mutamargalbon585@gmail.com

Contact No: +966537345631



➤ Objectives

To work in a prominent institution where chances for growth and advancement are available. And be given an opportunity to share my skills and knowledge in my profession.

➤ Skills

- AutoCAD 2D & 3D
- AutoCAD Civil 3D
- SketchUp
- Computer Literate
- Microsoft Excel
- Easily adapt the right conduct of work
- Able to learn quickly and effectively

Status: *Presently working*

Saudi Salco Contracting Company

(February 18, 2023, and counting)

Red Sea Village Development

TP-6 Landscape Works

Position: **AutoCAD Draftsman**

➤ Job Responsibilities

- Prepare detailed landscape drawings.
- Create technical drawings that convey the layout, materials, and construction details of landscape features such as walkways, patios, water features, and plantings
- Coordinate with other professionals such as civil engineers, architects, and urban planners to integrate landscape designs with overall project plans
- Utilize AutoCAD software to develop accurate and precise drawings

Alkhorayef Water & Power Technologies

(December 14, 2021, to December 15, 2022)

King Khalid International Airport

Dammam Water Improvement Project

Khobar Water Improvement Project

Qatif Water Improvement Project

Position: **AutoCAD Draftsman**

➤ **Job Responsibilities**

- Develop detailed design drawings and specifications for mechanical equipment using computer-assisted drafting (CAD) equipment.
- Coordinate with engineer's and consult other workers to design, layout, or detail components and systems, and to solve design or other problems.
- Review and analyze specifications, for component designs and the procedures and instructions to be followed.
- Modify and revise designs to correct operating deficiencies or to reduce production problems.
- Check dimensions of materials to be used and assign numbers to the materials.

Yuksel Insaat Saudia Co.Ltd.

(November 2017 to 2021)

Bus Rapid Transit (BRT)

Position: **AutoCAD Draftsman**

➤ **Job Responsibilities**

- Prepare shop drawing about architectural, structural drawing and in electrical.
- Prepare as built drawing about architectural, structural and electrical drawing.
- Calculating all levels in hardscape, landscape based on the road levels.
- Calculating all levels of manhole, hand hole and lighting pole base on the road levels.
- Assist in preparation of project drawing attachment for the request for inspection.
- Communicating with engineers, and incorporating knowledge gained into drawings.
- Preparing, reviewing and redrafting alongside the engineering team.
- Identifying and communicating potential design problems to the rest of the team.
- Create, edit, and update standard details for use in projects.
- Preparing site modification based on the site engineer's design.

Yuksel Insaat Saudia Co.Ltd.

(February 14, 2015, to 2017)

Development Project of Abi Bakr as Siddique Road

Position: **AutoCAD Draftsman**

➤ **Job Responsibilities**

- Prepare shop drawing about architectural, structural drawing and in electrical.
- Prepare as built drawing about architectural, structural and electrical drawing.
- Calculating all levels in hardscape, landscape based on the road levels.
- Calculating all levels of manhole, hand hole and lighting pole base on the road levels.
- Assist in preparation of project drawing attachment for the request for inspection.
- Communicating with engineers, and incorporating knowledge gained into drawings.
- Preparing, reviewing and redrafting alongside the engineering team.
- Identifying and communicating potential design problems to the rest of the team.
- Create, edit, and update standard details for use in projects.
- Preparing site modification based on the site engineer's design.

➤ **Education Attainment**

- Tertiary : Basilan State College
Sumagdang Isabela City, Basilan
Bachelor of Arts
SY- 2003-2007
- Secondary : Basilan National High School
East Side Isabela City, Basilan
SY- 1998-2002
- Primary : Isabela Central Elementary Pilot School
Doña Ramona Isabela City, Basilan
SY- 1991-1998

➤ **Training and Seminar**

- Computer Hardware Servicing NC II
May 27, 2011
- Cad Training Center
July 13 up to August 5, 2009