

# MUHAMMAD ASIF

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## Objective as MEP Draftsman

Seeking a position, that will take full advantage of my interpersonal skills, as well as offer me an opportunity for increasing levels of responsibility and professional growth. To associate myself with a department that promotes teamwork, provides challenges, believes in a systematic approach in providing quality solutions. I want to gain more experience in the field of Building Construction.

## Skills and Experience's:

**Civil draftsman**

**Electromechanical Draftsman.**

**Site coordinator. Al Salam Palace Jeddah.**

**Site as built and Red Line Drawings.**

**Logistic Coordinator (Transport Coordinator).**

**Material Coordinator.**

**Camping & Housekeeping.**

**Material Store Responsible.**

**Site Coordinator in Construction Field. Interior**

**Design AutoCAD 2006 & 2016.**

**Autodesk Revit (Learning).**

**Microsoft Word.**

**Microsoft Excel.**

**Typing speed @ 40 w.p.m.**

**3d Studio Max.**

**3d home sweet & Interior**

## **My Professional Job Experience in MEP Design Drafting and Site Coordinator:**

My professional job experience is spread over 14 Years as a MEP Draftsman. I have been involved in computation of drawings of all kind of Mechanical Equipment Materials used in buildings and preparation of claims according to the variation as per site.

I have been involved in preparation of monthly progress reports, Preparation of submittals, checking of sub-contractors' drawings, preparation of submissions, making of regularization forms, preparation of site work orders, Modifications in plumbing and Hvac As-Built Drawings.

## **Job Description as Logistics Controller of Logistics Department.**

### **Roles & Responsibilities**

Handle administrative tasks related to logistics operations  
Assist in coordinating and monitoring the movement of goods and materials  
Ensure accurate and timely documentation of shipments  
Coordinate with suppliers and vendors to ensure timely delivery of materials  
Prepare and update reports on logistics activities and Coordinate with other departments to ensure smooth logistics operations resolving any issues or discrepancies related to logistics.

## **United Movement Construction Company (Saudi Arabia)**

### **UMIC UPVC MANUFACTURING**

***Working since 01-03-2018, to till Now.....***

My professional job experience in United Movement Industrial Company to Process UPVC Pipe Manufacturing Machines Installation Pipe Simulation and Recycling Processing for the Production Department. as a Project Manager designation. I have been involved in Manufacturing of all Size of PVC Pipes for project of Al JAZAN, Sewage Treatment Plant, and Al Al Arab Al Warad UPVC Pipes Factory.

**SETE SAUDIA ENERGY**  
**(Saudi Arabia)**  
Head Office Building  
*Working since 01-03-2018, to 14-03-2023*

My professional job experience in sete saudia energy is as a MEP Draftsman. I have been involved in computation of drawings of all kind of Mechanical discipline drawings, working for project of Al Salam Palace, Sewage Treatment Plant, and Al Jazeera Palace.

**Saudi Oger Ltd. (Saudi Arabia)**  
Central Office Al-Riyadh.  
*Working since 18-04-2007 to 1, March 2018*

Saudi Oger Limited is the top ranked International Company in Kingdom of Saudi Arabia deals in Construction and Maintenance projects. It has network in eight countries of the world. I am working in General Project Construction Division of company.

- 1. Working for Mechanized Brigade, Al-Hasa, Saudi Arabia as Electromechanical Draftsman.** A Military project for Saudi Arabian National Guards. My duties Include Preparation of Shop drawings for approval of consultant including, Sewage Treatment Plant and Mechanical Room. The Total Cost of Project is **600 Million Saudi Riyals.**
  
- 2. Worked for Community Package Al Khafji, Saudi Arabia as Electrical Design Draftsman.** An **ARAMCO Gulf Operations & KGOC Kuwait Gulf Oil Co.K.S.A** Housing Project of villas Worked for Internal & External Mechanical MEP system for approval of consultant **PMC & Zuhair Faiz.** Worked for **BMS** Building Management System Drawing from **Nasma Partners, Al Khubar.** The Total Cost of Project was **500 Million Saudi Riyals.**

**3.** Worked for Mailer Papers Printing Press for final handing over villas project in Al Khobar. A Housing Project for **Kuwait Gulf Oil Company**. Duties Include Preparation of LOW Current contract drawings for building purpose.

**4. Main Railway Station Jeddah (*Harman High Speed Rail*)** Kingdom of Saudi Arabia Jun 2015 to August 2015.

**5. Al Salam Palace** (Palace of King Salman bin Abdul-Aziz) Malik road Jeddah (Kingdom of Saudi Arabia) August 2015 to till now.

**Position: Site Coordinator**

## **My Professional Job Experience in Material Logistic Coordinator:**

In my professional job experience I have been involved to manage the movement of people, Goods and Equipment at the construction site and control site facilities management.

I have been involved in preparation of monthly progress reports, Preparation of Delivery Reports, Checking of sub-contractors material delivery reports, preparation of Supply chain Reports, making of Regularization forms, preparation of site required material orders, Modifications in Logistic Services.

### **Planning and programming:**

Plan site set-up to move labor, plant, and materials around site efficiently (e.g. hoarding, gates, site accommodation, cranes, hoists, security, temporary services, material delivery and waste management strategy, catering).

Plan internal and external logistics routes through the project phases focusing on separation of vehicles, machinery, and people. Lay down areas and offloading points. Pre-plan the usage of key assets such as hoists to ensure planned assets meet the needs of the program.

### **Delivery Management:**

Select a delivery management technique, process, and system.

Provide logistics instruction to all project suppliers.

Manage all movements to and from site and keeping associated records.

Enforce the full use of the organization's delivery management system.

Plan to and maximize load capacity on all vehicles arriving at site were possible; ensure suppliers use appropriate vehicles for delivery.

Ensure that drivers and vehicles meet the required standards before being accepted to site.

**Position: Material Coordinator/ Logistic Controller**

**Landmark Consultants Int's (Pvt) Ltd.**  
**Architects Planner & Interior Designers. 45D GIII,**  
**Worked from 07-01-2007 TO 18-04-2007**

I have been involved in computation of Mechanical Drawings of all kind of materials used in buildings according to the variation as per site.

I have been involved in preparation of monthly progress report for the Consultant / Client, Quantity take off, Preparation of Mechanical Equipment schedules.

**PROJECTS:**

**1: Multi story Tower "Aashiana Shopping Mall" main Boulevard, road**

Lahore. Elevations & Sections, Mechanical Drawings.

**2: Liberty Shopping Mall Liberty chowk**

Lahore. Architectural work & precast work

done.

**3: Famous Mall 10 Apartments' Building Alma Road GII,**

Lahore. Only Mechanical work done in this building.

**4: Gold Mine Project Lahore.**

9<sup>th</sup> story Offices Building preparing shops.

# **Khan Associate Builders Sargodha.**

**Old Collage Road near Fatima Hospital Sargodha.**

## **PROJECT:**

**Worked in “Omar Park Housing Scheme”.**

## **PROJECT PROFILE:**

1: The boundary of this project is around 5 Esq. with more than 50 buildings including 35 different types of building such as offices, Training, Residential, storage and services. This project includes precast and steel structural building design.

## **JOB PROFILE:**

2: My scope of work was to prepare and draft the preliminary design drawings of the project. Design drafting the final design drawing for construction and library package. Prepare calculation and sketches. Develop sketches and layout to scale drawings based on the data available with the responsibility of Insuring accuracy of dimensions Metric and English conversion. Suitability of the materials and clarity of drawings.

## **Buildings DETAILS:**

Fuel Station, Vehicle Check & Carwash, Guard Room, Dining Hall.

## **Activities:**

- ||| Design Drawings.
- ||| Quantity Surveying.
- ┌┐ Preparing of AutoCAD drawings.
- ┌┐ Preparing of 3 Dimension Drawings.

## **Co-Curricular Activities:**

- 1 Reading Books**
- 2 Playing Cricket**
- 3 Playing Football**

## Personal Profile:

Father's Name	Muhammad Sharif
Religion	Islam
Date of Birth	27.09.1984
Nationality	Pakistani
Marital Status	Married
Gender	Male
Birthplace	Sargodha
Driving License	Valid Pakistani & Saudi Arabian
IQAMA STATUS	TRANSFERABLE

## Professional Qualification Progression:

<i>(Higher Secondary Certificate)</i>	<i>Govt. High School, Sahiwal.(Jan, 2002).</i>
<i>(Bachelor of Arts (B.A) Degree.</i>	<i>Govt. University of Sargodha. (December 2003 to 2006).</i>
<i>Diploma (2 Years) (CIVIL Technology)</i>	<i>Civil Draftsman from Govt. Technical Institute, Sargodha (Feb, 2006).</i>
<i>Diploma (1 Year)</i>	<i>Computer Hardware &amp; Software from I.C.M Collage. Sargodha(Oct 2002).</i>
<i>Diploma (6 Months)</i>	<i>Diploma of Civil AutoCAD from Govt. Technical Training Institute, Sargodha (Sep 2006).</i>
<i>Diploma (3 Months)</i>	<i>Diploma of Civil Quantity Surveyor from Govt. Technical Training Institute, Sargodha (July 2006).</i>

I am sanguine that my sound academic record, relative experience and certified career performance render me qualified for this job. I hope you consider my application auspiciously and give me a chance to prove my skills.