

Muhammad Khan

Career Objective

A result driven, self-motivated and resourceful Draftsman Civil/Structure working as part of a busy team effectively managing all the Drawing relating to building, Road and other civil engineering projects. Possessing excellent foresight & the ability to plan ahead when working on construction projects. Can communicate effectively with developers / contractors & would be an asset to any employer who respects loyalty & responsibility. Currently looking for an opportunity to join a dynamic, ambitious and growing company to forge a career as a Draftsman Civil.



Professional Experience (18 Years in Roads & Building const)

Feb 2023 to Date	:	Mathar Al Tatweer Co.
Position	:	Draftsman Civil
Location	:	Khobar, Saudi Arabia.
Dec 2011 to Jan 2023	:	A.AIKhodari Son's Co.
Position	:	Draftsman Civil
Location	:	Dammam, Saudi Arabia.
Feb 2010 to Nov 2011	:	ACE Arts (Pvt) Ltd. Lahore.
Position	:	Quantity Surveyor.
Location	:	District Layyah & Bahawalnagar.

Job Descriptions at District Layyah Model Village Projects

Projects during ACE Arts (Pvt) Ltd. Lahore, were as follows.

- * Model Village Project (A Project of Punjab Govt) in flood Effected Area at District Layyah & Bhakhar.
- * Construction of 280 No Houses.
- * Const of Allied Facilities ie. TAVTA Centers, Boys & Girls Schools, Civil Dispensary, Roads.
- * Responsible for the Checking and Verifying the IPC of Contractors.
- * Responsible for managing all project costs from pitch to completion.
- * Undertaking costs analysis for building projects.
- * Attending meetings and liaising with stakeholders on commercial matters.
- * Monitoring the cost of site resources.

- * Inspecting and then valuing completed work.
- * Writing reports on and advising on building and maintenance costs.
- * Produce monthly cost & value reports, quarterly reports & cash flow information.
- * Developing strong relationships with the clients and contractors.
- * Providing advice and guidance to staff in the preparation and presentation of works proposals, reviews and updates.

Jan 2007 to Feb 2010 : **National Logistic Corporation .**
 Position : AutoCAD Draftsman
 Location : Distt HQ NLC Engineers
 Bahawalnagar.

Job Descriptions

My job descriptions during NLC were as follows.

- * Prepared Working Drawing of ESR & HSR Project, PHP/PS , Colleges.
- * Estimation of ESR & HSR (Project of Punjab Govt).
- * Prepare the Running & Final bills of ESR & HSR (Project of Punjab Govt).
- * Preparing and generating necessary documentation and technical reports required by the top management.
- * Preparing and generating necessary documentation of Tendering and Agreement with Sub Contractor.
- * To Maintains of Computers i.e Window Installation, Networking and etc.

Qualifications

- DAE (Civil) 1st Division 2004~2007
Punjab Board of Technical Education, Lahore
- Draftsman (Civil) 1st Division 2003~2005
Punjab Board of Technical Education, Lahore
- Matriculation 2nd Division 1998
Board of Intermediate & Secondary Education Bahawalpur.

Professional Qualification

- **Six Month Computer Course of CCA at**
Millat Collage of Commerce & IT Bahawalpur.
- **Six Month Diploma of AutoCAD at**
Punjab Board of Technical Education Lahore.

Software's

- **AutoCad 2D and 3D**
- **AutoCAD Civil 3d**
- **ArcGis (Working Knowledge)**
- **SktechUp (Basic Knowledge)**
- **MS office**
- **Windows Installation and Networking**

Personal Information

Father Name : Muhammad Hayyat
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