

# RIHAN ANSARI

CIVIL3D AUTOCAD DRAFTSMAN

## COVER LETTER

More than 10 years of expertise

CONTACT

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Dear Mr. HR Manager,

As soon as I came across your job posting, I felt an urgent compulsion to submit my resume for consideration and analysis by you. I believe that I happen to possess the ability to foresee challenges and turn engineering plans into reality. I am adept at technical drawings, designing, analyzing, and resolving different site-related problems. Apart from that, troubleshooting and team collaboration are add-ons to my skill set. I have honed my skills by putting myself on variable projects, in variable Organizations over large period of time. Hence, I believe my experience in work will prove to be the most useful tool in combating circumstantial challenges.

I have more than 10 years' Experience and still working. I worked under reputed Saudi Arabia companies.

### Job Responsibilities:

- Utilizes Autodesk Civil 3D to prepare a variety of construction drawings including but not limited to Topographic Surveys, Grading Plans, Utility Plans, Plan and Profile Sheets, Signing and Striping Plans, Street Cross sections.
- Review civil and architectural construction documents.
- File management including plotting and scanning of plans as needed
- Work from sketches, models, and verbal information supplied by an engineer or designer to determine the most efficient approach to complete construction drawings, detail drawings, and supplementary information needed to complete assignments.
- Create detailed technical drawings and plans for civil engineering projects.
- Review and modify drawings as required to meet project specifications and standards.
- Create and maintain project documentation, including drawings, schedules, and specifications.
- Collaborate with project team members to identify and address potential design or construction issues.
- Create a Shop Drawing & Design Drawing according to the Data given by Client.
- Prepare Csv & txt File from the data given by Surveyor & Import it in the Civil Cad.
- Prepare surface from the data & make Alignment from data given by Surveyor.
- Prepare Profile & section of data given by Surveyor.
- Preparing Utilities According to IFC Drawing Like (Profile, Manhole, chamber & Many more).
- Prepare Assembly according to the IFC Drawing given by Client.
- Go to Site Inspection of Utilities for proper Drafting Drawing according to Site.
- Prepare As-Built Drawing after finishing the work according to shop/Design Drawing according to the Data given by the surveyor from the site.
- Prepare Storm water network for INFRAWIZARD software.
- Prepare topography map for survey data.
- Prepare cut & fill surface quantity in the civil 3d
- Working on sewage network in the civil 3d software
- Working on P&ID diagram for potable water network.
- Working on shop drawing and as-built drawing technical comment solve given by contractor or client.
- Working on technical details drawings for Road, Potable water network, Storm water also all type of civil drawing

Thank you for taking the time to review my resume. I look forward to talking with you.

Thank you for your time and consideration.

Best and humble regards.

Sincerely,

**Rihan Ansari**