

Syed Shakeel Ahmed (Draftsman & Site Supervisor)

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Objective	Dedicated and detail-oriented professional with over 15 years of comprehensive experience in site supervision, as well as architectural, structural, and interior drafting. Possess strong technical proficiency in preparing detailed CAD drawings and construction documents, along with hands-on knowledge of MEP systems. Adept at coordinating with multidisciplinary teams, ensuring project accuracy, compliance with design standards, and timely delivery. Seeking to contribute my expertise and commitment to quality in a challenging position within a dynamic organization, where I can support successful project execution from concept to completion.
Skills & Abilities	On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.
Experience	<p>Dated From 2007– To 2009 Junior Draftsman, Company: Ghuri Group of Consultants</p> <ul style="list-style-type: none">▪ Site Visit with Senior Engineer about layout and make 2D Plans <p>Dated From 2009– To 2012 Interior Draftsman, Company: Rajput Construction</p> <ul style="list-style-type: none">▪ Prepared Structure, Architecture drawings in AutoCAD based on on-site measurements.▪ Supervise and coordinate daily on-site construction activities to ensure project progress and quality.▪ Monitor work execution to ensure compliance with architectural, structural, and safety standards.▪ Coordinate with contractors, engineers, and subcontractors for smooth workflow and issue resolution.▪ Ensure materials, equipment, and workforce are available as per project requirements and schedule. <p>Dated From 2012– To 2016 Site Supervisor, Company: IDesign</p> <ul style="list-style-type: none">▪ Prepared Interior drawings in AutoCAD based on on-site measurements. <p>Dated From 2016– To 2019 Interior Draftsman, Company: Macca Construction</p> <ul style="list-style-type: none">▪ Prepared Structure, Architecture drawings in AutoCAD based on on-site measurements.▪ Supervise and coordinate daily on-site construction activities to ensure project progress and quality.▪ Monitor work execution to ensure compliance with architectural, structural, and safety standards.

- Coordinate with contractors, engineers, and subcontractors for smooth workflow and issue resolution.
- Ensure materials, equipment, and workforce are available as per project requirements and schedule.

Dated From 2019– To 2024 February

Senior Draftsman. **Ghuri Group of Consultants**

- Proficient in creating detailed 2D architectural floor plans using AutoCAD.
- Skilled in structural drawing, including column, beam, and foundation layouts.
- Experienced in preparing interior design layouts with furniture detailing and material annotation.
- Capable of developing working drawings, sections, and elevations for residential and commercial projects.
- Able to draft accurate site plans and plot layouts as per client and municipal requirements
- Efficient in applying layers, blocks, and dynamic annotations to organize complex drawings.
- Experienced in converting sketches or PDF drawings into accurate CAD files.
- Able to coordinate and integrate MEP services in architectural and interior layouts.
- Familiar with CAD standards, scales, and presentation drawings for client approval.
- Capable of handling revisions, markups, and redlines with precision and quick turnaround.

Dated From 2024– To Present

Senior Draftsman. **Shahab Ghani & Associate.**

Assistant Architect Preparing Architecture, Interior Drawings.

Assistant Structure Designer Preparing Structure Drawings.

AutoCAD Skills – Architecture, Structure & Interior

- Proficient in developing detailed 2D architectural floor plans with accuracy and clarity.
- Skilled in drafting structural layouts including columns, beams, slabs, and foundation details.
- Experienced in producing interior layouts with detailed furniture placement and material specifications.
- Capable of preparing comprehensive working drawings, sections, and elevations for various project types.
- Competent in creating precise site plans and plot layouts according to zoning and regulatory standards.
- Strong command of layer management, block creation, and dynamic annotation for efficient drawing control.

	<ul style="list-style-type: none"> • Skilled in converting hand-drawn sketches or PDFs into clean and professional AutoCAD drawings. • Experienced in integrating MEP elements within architectural and interior drawings. • Knowledgeable in CAD drawing standards, scaling methods, and client presentation requirements. • Quick and accurate in executing drawing revisions, redlines, and markups as per client/engineer input.
Education	Karachi Board of Intermediate – Karachi – Intermediate Technical Training Center – Karachi – Civil Drafting
Communication	<ul style="list-style-type: none"> ▪ Strong ability to effectively coordinate with architects, engineers, contractors, and on-site workers to ensure smooth project execution. ▪ Skilled in interpreting and explaining complex technical drawings and specifications to multidisciplinary teams. ▪ Experienced in conducting site meetings, safety briefings, and progress updates with clarity and professionalism. ▪ Capable of preparing detailed reports, documentation, and work logs to communicate project status to management. ▪ Proficient in resolving on-site conflicts and addressing technical queries through clear and constructive communication. ▪ Comfortable working across departments (Architecture, Structure, Interior, and MEP) to align goals and streamline workflows.
Personal Info	<p>Father Name: Syed Khalil Ahmed CNIC # : 42101-3554845-1 Marital Status: Married D.O.B: 13-Nov-1985 Religion: Islam Nationality: Pakistani Languages: English (Conversational) Arabic (Broken Language) Urdu fluency</p>
References	References available upon request.