

Muhammad Mustafa Rizvi
AutoCAD Draughtsman
(Civil, Arch., Stru. & Precast Detailer)

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Professional Objective



To contribute my expertise in AutoCAD drafting and project management within a professional environment that allows for skill enhancement and organizational growth.

Summary of Qualifications

- **22+ years** of professional experience, including **19+ years in the Gulf region**, specializing in precast work, civil engineering projects, and high-rise building shop drawings.
 - Expert in producing high-quality shop drawings, architectural and structural detailing, and precast solutions.
 - Skilled in international standards and advanced drafting techniques.
 - Proficient in AutoCAD 2D/3D, Revit, Tekla Structures, and other CAD tools.
 - Strong leadership, communication, and problem-solving abilities.
 - Fluent in English, Urdu, Punjabi, and Hindi; proficient in Arabic.
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Core Competencies

- Operations and Team Management
 - Drafting & Detailing (Architectural & Structural)
 - Precast Systems & Shop Drawings
 - Problem Solving & Decision Making
 - Documentation & Reporting
 - Advanced CAD Software Skills
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Professional Experience

Drafting Head

Redco International W.L.L., Doha, Qatar

Jan 2006 – Present

- Lead drafting operations for architectural and structural projects, including precast shop drawings and CIP structural detailing.
- Delivered high-quality AutoCAD 2D/3D presentations for client proposals.
- Managed a team of draftsmen, ensuring timely and accurate project deliverables.
- **Key Projects:**
 - Qatar Airways Crew Accommodation Complex (7-story building complex).
 - Gewan Island Hotel at Pearl Qatar.
 - BUS Depots Projects (S22, S23 & S24). Qatar
 - Floresta Garden Tower 104 & 105 at Pearl Qatar
 - New Central Market at Al Wakra Qatar
 - Mall of Qatar New Lifestyle Shopping, Al Rayyan Qatar
 - VEG Market & Slaughter House. Doha Qatar
 - Banana Island Village Resort, Qatar
 - Red Line North Elevated Rail Project, Qatar.
 - Al Rayyan Stadium Precinct, Qatar (Complete precast system).
 - Ox agon Culvert Box Factory NEOM CITY KSA
 - Spine Precast Factory NEOM CITY KSA

Senior Draughtsman

Habib Rafiq (Pvt.) Ltd., Islamabad, Pakistan

May 2003 – Dec 2005

- Prepared detailed architectural and structural drawings for industrial and commercial projects.
- Monitored site installations, verifying compliance with reinforcement schedules (BBS).
- Key Projects:
 - Saudi Ambassador Residence, Islamabad.
 - Islamabad Stock Exchange Tower.

Architectural & Structural Draughtsman

Icon Architectural & Design, Islamabad, Pakistan

Feb 2002 – Apr 2003

- Designed comprehensive architectural and structural plans for residential and commercial clients.
 - Produced detailed shop and as-built drawings.
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Major Responsibilities

- Supervised daily drafting activities, coordinating with design managers and engineers.
 - Created detailed shop drawings for precast, CIP, and structural elements.
 - Prepared architectural layouts, fixing methodologies, and as-built drawings.
 - Reviewed and approved draftsmen's work for accuracy and compliance.
 - Produced reports for daily, weekly, and monthly project updates.
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Academic Credentials

- **Diploma in Civil Draftsmanship** – Govt. Technical Institute, Multan, Pakistan.
 - **Diploma of Associate Engineer** – Govt. College of Technology, Karachi, Pakistan.
 - Certifications:
 - AutoCAD 2D & 3D, Tekla Structures, Autodesk Revit, 3ds Max.
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Technical Skills

- **Software:** AutoCAD, Revit, Tekla Structures, SketchUp, 3ds Max, Multi-Suit Rebar, AutoCAD Civil 3D.
 - **Documentation:** Microsoft Office Suite, Aconex.
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Languages

- English: Fluent (Speaking, Reading, Writing)
 - Urdu: Fluent (Speaking, Reading, Writing)
 - Punjabi: Fluent (Speaking, Reading; Writing: Good)
 - Hindi: Fluent (Speaking; Writing: Good)
 - Arabic: Good (Speaking, Reading, Writing)
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References

Available upon request.