

Cover Letter

Date:

From

Muhammad Usman Zafar

To

**The Human Resources
Manager.....**

.....

GREETINGS

Subject: Application for the Appointment as an Technical Engineer Draftsman

RESPECTED SIR,

This letter is to express my interest in applying for a position Draftsman Designer Civil, Architectural & Telecom field in your reputable organization. To work for organization would be prevailing and I believe that my experience will make a competitive enough for a position in Your company. I am having 15+ years of rich experience in Design/ road infrastructure, project management of building, & telecom sector .

Currently I am looking for an suitable and Challenging opportunity, where I can utilize my skill and prove my worthiness at workplace given any task related to the field of Design/ road infrastructure, project management of building, & Telecom Sector as I did in the past. I have enclosed my CV for your consideration but if you have any questions about my education and or experience, please do not hesitate to contact me and I will be happy to answer any questions that you may have.

Thanking you for taking the time to read my letter and CV and I look forward to hearing from you in due course.

Yours Sincerely

Muhammad Usman Zafar

**Permanent Address : HOUSE No: 50/B Block 21 Punjab
Sargodha Pakistan**

**Temporary Address : Dammam Saudi Arabia
0092-3452400232 & 00966-0597687839**



CURRICULUM VITAE

POST APPLIED: TECHNICAL ENGINEER DRAFTSMAN

Muhammad Usman Zafar
S/o Malik Alamgir Zafar
House # 50/B Block 21 Sargodha Pakistan
Mob: # +966-0597687839
+92- 3452400232
Email: usman.zafar49@gmail.com

OBJECTIVE:

Looking for a computer professional job. A career in systems development that will help me to utilize my design and innovation capabilities, and provide me exposure and scope for learning and self-development. Skilled and education for the carrier growth and very demanding era challenges.

SUMMARY:

- ❖ Motivated & energetic B.A graduate.
- ❖ Experienced in **Auto Cad Civil 3D** Civil, & Designer.
- ❖ Skill in effective computer usage.
- ❖ Willing to learn and take on new challenges.
- ❖ Good communication and analytical skills.

PROFESSIONAL SYNOPSIS:/

- ❖ Excellent analytical, communication, and interpersonal skills
- ❖ Highly adaptive to new environment, detail oriented and stimulated by new challenges
- ❖ Effectively manage tasks, set and meet deadlines with quality.
- ❖ Devoted to class performance with a knack to learn new procedures

PROFESSIONAL CAREER PROFILE

Total 17 years of experience in the fields of Civil and land development Auto Cad Draftsman activities like; 5 years Experience in Pakistan, and 12 Years in Saudi Arabia.

- Technical Correspondence with consultant.
- Progress Monitoring and Control with draftsman.
- Controlling shop drawing and As built drawing

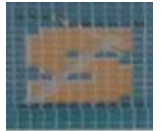
PROFESSIONAL EDUCATION:

- ❖ 14 Months Computer Application & Data Base Management Diploma in Govt Board Vocational Training Institute Sargodha Punjab Board.
- ❖ One Year Diploma Draftsman Civil in Govt Board Professional Skill Education Council Islamabad Pakistan .
- ❖ One Year Computer Certificate Course in Hardware and Software Punjab Sargodha Pakistan.

WORK EXPERIENCE:

i) CADD Engineer: One Year Syed Ibrahim Associate Jami Commercial Phase III DHA Karachi.Key Job Responsibilities: Jan 2007 to Mar 2008

CADD Center Profile: Architectural firm providing various CAD products and services to the Design, Drafting, and Engineering Manufacturing & Consultancy organizations. CADD center provides training on all the major engineering software's like AutoCAD, 3DStudio max, and Adobe Photoshop.



ii) Two Year Engineers Guild Construction Co. Sargodha Pakistan **Key Job Responsibilities: April 2008 to May 2010**

- Preparing designs for various Buildings and Project.
- Preparing the drawings and submitting to the client.
- Keeping the register of all the drawings prepared by the design team
- Working Drawing Schedule Drawing, Dimension Draw, Electric Draw, & Layout Etc.



iii) AutoCAD Draftsman: Two Year Dream Builders Architecture office Sargodha Pakistan **Key Job Responsibilities: June 2010 to May 2012**

- Preparing designs for various Buildings and Project.
- Preparing 2D Drawing & 3D Drawing.
- Preparing 3D Front Elevation
- Preparing the drawings and submitting to the client.
- Keeping the register of all the drawings prepared by the design team

Working Drawing Schedule Drawing, Dimension Draw, Electric Draw, & Layout Etc.



Draftsman Civil

Working in SAUDI ARAMCO OIL & GAS COMPANY DAHRAN . SAUDI ARABIA

R&DC Building Research & Development Center.

With the Contract of Middle East Services Company AlKhobar Saudi Arabia

Key Job Responsibilities : Aug 2012 to March 2014.

- Involved in Design, Details and Presentation.
- Design & Details of Auditorium.
- Preparing Shop Drawing.



- Preparing Details Drawing for Aramco Standard.
- Preparing As built Drawing .
- Preparing the Drawings and Submitting to the Aramco Management.
- Working Drawing Schedule Drawing, Dimension Draw, Electric Draw, & Layout Etc
- Offices renovation & design.
Labs renovation & design etc

Position : Auto Cad Draftsman Civil & Architecture

Duration : April 29th 2015 to June 14th 2019

Company : Al-Mashariq Trading & Contracting Co Saudi Arabia.

Construction of infrastructure and Building for Defense Force With Thales Security Solution (French Company) as a Partner.



Type of Project : EPC of infrastructure of Jubail II Phase 2 Contract 204-C62 (161 Million SR)

Client : Royal Commission (RC) Jubail & Yanbu

Consultant : BECHTEL

Location : 2nd Industrial Area, Jubail-2, Kingdom of Saudi Arabia.

Contractor : Al Mashariq Trading and Contracting Co



Scope of Employer's Contract: Procured and Construct Fence, Check Point, Duct and Etc.

Specific Duties and Responsibilities/Scope of Work.

- Prepared proposed 44 kilometer fence profile layout for existing natural grade level and finish grade level.
- Prepare Security fence mockup layout for submittal.
- Prepare LAR Land Allocation request layout for Royal commission GIS system working environment.
- Draw site grading (Road work plan and sections as per propose site grading) layout as per Royal commission standard
- Preparing Civil , Architecture Shop Drawing & Responsibilities update As Built Drawing.
- Preparing Schematic Drawings Civil & Architectural.
- Preparing Interior Views.
- Preparing Signage's
- Quantity Cut & Fill for Fence
- Preparing Tmp Traffic Management Plan as Standard of Road Department Ksa

Position : Draftsman Designer & Planner



Duration : June 16, 2019 to June 9, 2020
Company : Al-Mashariq Trading & Contracting Co Saudi Arabia.
Telecommunication Department

Type of Project : FTTH Development STC Project Dammam.

Client : Integrated Dawiyat For Telecom & Information Technology.

Consultant : STC Saudi Telecom Company

Location : Dammam Kingdom of Saudi Arabia.

Contractor : Al Mashariq Trading and Contracting Co

Scope of Employer's Contract: Fiber Optical Cable installation, Duct and Etc.

Specific Duties and Responsibilities/Scope of Work.

- Checked all plans, materials and designs and ensured proper specifications.
- Conducted all work in accordance to safety practices.
- Collect data from site and update fulcrum site as per required project.
- Work ARC GIS Software. Coordinate with other technicians and analysts in various data Development and project support initiatives.
- Assisted clients and commissioning engineers in design process and installed and commissioned equipment.
- Responsibilities Redline Drawing & As Built Drawing for Project Handing over Stage.

Position : Draftsman Designer & Planner QC

Duration : June 10, 2020 to Feb 22, 2021

Company : Al-Mashariq Trading & Contracting Co Saudi Arabia.
Energy Projects and Services Division Dammam.

Type of Project : Replacement of 4.16 KV Switchgear, MCC and LV Switchboard at Marafiq SWC-1 Jubail.

Client : Power and Water Utility Company for Jubail and Yanbu

Consultant : Dar al Riyadh Alkhobar & Tisco Dammam

Location : Jubail Kingdom of Saudi Arabia.

Contractor : Al Mashariq Trading and Contracting Co



Scope of Employer's Contract: Maintenance Electrical , Mechanical , and Civil .

Specific Duties and Responsibilities/Scope of Work.

- Prepared Daily Document Transmittal as Marafiq Standard.
- Responsibilities Redline Drawing & As Built Drawing
- Preparing Civil , Electrical, Mechanical Shop Drawing.
- Prepared Access for Marafiq Vehicle & IDs
- Prepared Rental Manpower Time sheet as required monthly basis.

Position : Auto Cad Civil 3D

Duration : Feb 24, 2021 to 31 July 2021

Company : Fields Modern Solution Trading & Contracting
Company Saudi Arabia

Type of Project : Mas Grading Duba Saudi Arabia

Client : **NEOM** Company Building 4758 Neom Base camp Gayl,
Tabouk Province Kingdom of Saudi Arabia.

Consultant : **AECOM** Arabia Ltd. Co

Location : **Duba** Kingdom of Saudi Arabia.

Contractor : Fields Modern Solution Trading & Contracting
Company Saudi Arabia.

Scope of Employer's Contract

- Prepared Daily Document Transmittal as Neom Standard.
- Responsibilities Redline Drawing & As Built Drawing for Project Handing over Stage.
- Preparing Civil , Electrical, Mechanical Shop Drawing.
- Tmp Traffic Management Plan as Mot Standard.
- Backfilling Drawing Working Software **Auto Cad Civil 3D**.
- Coordinates Drawing.
- Survey Report Drawing.

Position : Senior Civil Draftsman Designer

Duration : 01st Aug , 2021 to 23th Nov 2021

Company : China Railway Construction Corporation Ltd
Company Saudi Arabia



Type of Project : Tunnel Access-Adits & Portal Formations Projects for high speed rail the line 170km Neom

Client : **NEOM** Company Building 4758 Neom Base camp Gayl, Tabouk Province Kingdom of Saudi Arabia.



Consultant : **Bechtel** Arabia Ltd. Co

Location : **Sharma** Kingdom of Saudi Arabia.

Contractor : China Railway Construction Corporation Ltd. Company Saudi Arabia.



Scope of Employer's Contract

- Prepared Daily Document Transmittal as Neom Standard.'
- Responsibilities Redline Drawing & As Built Drawing for project Handing over Stage.
- Preparing Civil , Architectural, Mechanical Shop Drawing.
- Backfilling Drawing Working software **Auto Cad Civil 3D**.
- Coordinates Drawing.
- Prepare Security fence mockup layout for submittal
- Draw site grading (Road work plan and sections as per propose site grading) layout as per Ministry of Transport standard Saudi.
- Preparing Interior Views.
- Survey Report Drawing
- Preparing Schematic Drawings Civil & Architectural
- Tmp Traffic Management Plan as Mot Standard

Position : Lead Cad Designer

Duration : Nov 23, 2021 to Sep 12, 2023

Company : **Bechtel** Arabia Ltd. Co



Type of Project : Consultancy

Client : **NEOM** Company Building 4758 Neom Base camp Gayl, Tabouk Province Kingdom of Saudi Arabia.



Location : **Sharma** Kingdom of Saudi Arabia.

Scope of Employer's Contract

1. Responsible for Producing Presentation Drawing as per Client requirement.
2. Preparation of construction related all engineering and architectural design drawing.
3. Calculate Earth Work Quantity.
4. Responsible for Draw Geotechnical Drawing as Client Requirement.
5. Worked under (Engineering core team) in regional infrastructure department based in Sharma (NEOM project) to provide engineering management, consultancies and design review practices:
6. Provided technical and administrative support to the PEM for assigned project.
7. Provided input and support to NEOM's project during all stages of project. This may include review of design deliverables, review of Consultants schedules, bills of quantities, Supporting activities for Contractors, etc.
8. Coordinated and managed the design review of deliverables produced by multiple Consultants including interface Team, Site Construction Team, Water project team, Surveyor Team & Engineering Team.
9. Organized and participated in workshops for constructability, value engineering, risk assessments.

Position : Technical Draftsman Designer

Duration : Sep 13, 2023 to present

Company : Kabbani Construction Group- KCG ·



مجموعة عصام خيري قباني
Isam Khairi Kabbani Group

Type of Project : Slope Residence – Construction of Access Roads
Earthworks for Hotel Foundation Project Relax Cluster.
Trojena Northern Golf Course Project Relax Cluster.

Client : NEOM Company Building 4758 Neom Base camp Gayl,
Tabouk Province Kingdom of Saudi Arabia.



Consultant : Bechtel Arabia Ltd. Co

Location : Sharma Kingdom of Saudi Arabia.

Contractor : Kabbani Construction Group- KCG ·



Scope of Employer's Contract

- Worked as Technical Draftsman with IKK Group Neom Trojena for Road Project This is one of the leading construction company in KSA Dealing Highway Road Airport, Bridge Buildings Etc.
- Calculate Earth Work Quantity.
- Responsibilities Redline Drawing & As Built Drawing for project Handing over Stage.
- Tmp Traffic Management Plan as Mot Standard and Neom Requirement.
- Survey Report Drawing and help for Survey to do work as Site Accuracy.
- Responsible for Draw Geotechnical Drawing as per Client Requirement.
- Preparation Miscellaneous all Road Shop Drawing as per Neom Requirement and Saudi standard.

- Preparation of construction Related All Engineering and Civil Design Drawing and work with a Engineering & Technical Team.
- Preparation LAR Land Allocation Request as per Neom Standard. and Preparation Kmz file and import data in google Earth.
- **Work Trojena Bechtel Office Bldg 204 for 10 days 22-04-2024 to 02-05-2024 for help Client to prepared presentation sheet Relax Cluster, Fun Cluster, and Golf Course.**

SKILL SET:

- Innovative designing, Good team work and management skills, result oriented, Time management, communication, knowledge an experience sharing, cost conscious, corporate and client support, presentation, research.

➤ MAJOR RESPONSIBILITIES

- Updating of Civil , Architectural, Electrical & Mechanical As-Built Drawings.
- Preparing Schematic Drawings Civil , Architectural, Electrical & Mechanical.
- Preparing Signage's & Preparing Interior Views
- Preparing Tmp Traffic Management Plan

EDUCATION:

Bachelor:

Allama Iqbal open University Islamabad **2009.**
General Group.

Faculty of Arts:

Govt Ambala Muslim College Sargodha **2006.**

Humanities Group.

Matric:

Govt Khaliqia High School Sargodha **2004.**

Science Group.

Main Topics and Electives:

Design of Building, Construction Management, Civil & Architecture Drawing Working Software Auto Cad Civil 3D & 3D Studio Max & Adobe Photoshop & GIS Software Ms Office.

HOBBIES:

- ❖ Internet Searching
- ❖ Book reading
- ❖ Play Cricket

ACHIEVEMENT:

- ❖ Accumulated valuable information while working with diverse software's
- ❖ Gathered knowledge how to design accurately

GOAL:

- ❖ Generate accurate result
- ❖ Meet target beforehand
- ❖ Specialized tasks include preparing a visual description of a product to be constructed.

- ❖ Creating plans to build to manufacture anything like buildings, spacecraft, etc.
- ❖ A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

WHY SHOULD I BE SELECTED:

- ❖ Enthusiastic and hard worker
- ❖ Can execute work efficient & Team work
- ❖ I think and of course i am sure that i have the necessary skills required for the job and i know everyone has the skills but apart from those skills I have a positive attitude and i am honest as far as I know & I am a quick learner and can get accustomed to and good environments.

STRENGTHS & TRAITS:

- Adaptability.
- Organizing capability
- Leadership, Punctuality

PERSONAL DETAILS :

Name	:	Muhammad Usman Zafar
Father Name	:	Malik Alamgir Zafar
D.O.B	:	14 May 1987
Passport #	:	BF5525533
Iqama#	:	2386739748
Iqama Status	:	Transferable
Nationality	:	Pakistani
Marital status	:	Married
Cell No	:	+966-0597687839
Language Know	:	English , Arabic & Urdu

REFERENCE :

- ❖ Muhammad saleem Architect director Architecture office sargodha Pakistan.
- ❖ Ahmed Dawood Technical Manager at Almashariq Company KSA.
- ❖ Patrick Crofton Supervisor Saudi Aracmo Oil Company In Dehran Saudi Arabia.

DECLARATION:

I hope the above information will meet your requirements. Further, I assure you if an Opportunity is given; I will satisfy management by performing the task within scheduled time and cost. I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Signature,

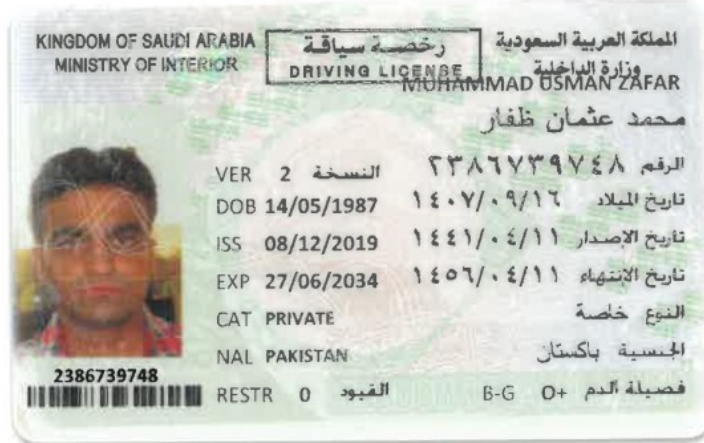
Place:

Muhammad Usman Zafar

KSA – RESIDENT IDENTITY



KSA – DRIVING LICENSE



SAUDI ENGINEERING COUNCIL CERTIFICATE



شهادة
اعتماد مهني

Certificate Professional Accreditation

Membership no.: 643063

عضوية رقم: 643063

Saudi Council of Engineers, which aims at prescribing necessary rules, regulations, and examinations for obtaining professional degrees, as stipulated in its Statute issued by Royal Decree 36/M dated 26/09/1423H, and in accordance with the Executive Bylaws and Regulations for professional accreditation, hereby awards:

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم الملكي رقم م / ٣٦ وتاريخ ٢٦ / ٩ / ١٤٢٣ هـ، بوضع القواعد والامتحانات اللازمة للحصول على الدرجات المهنية وبناءً على اللائحة التنفيذية وقواعد الاعتماد المهني للمهندسين، فقد قررت الهيئة منح:

MUHAMMAD USMAN ZAFAR

محمد عثمان ظفار

Classification: Technician

التصنيف : فني

Specialization : Draft man

التخصص : رسام



This Certification is valid until: 18 August 2025

هذه الشهادة صالحة إلى تاريخ: 24 صفر 1447

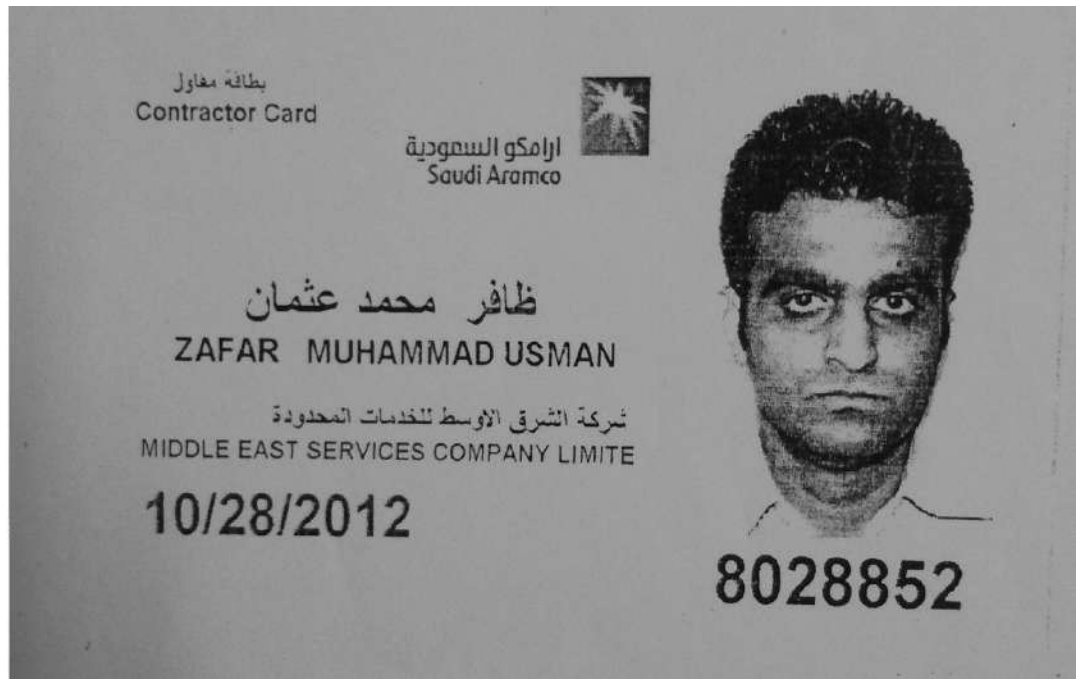
Secretary General الأمين العام

المكلف / م. عبدالناصر بن سيف عبداللطيف

STC – ID



ARAMCO – ID





NEOM EPM



NEOM ٠٩٩



Muhammad Zafar

الشركة: SABCO Company:

رقم الموظف : 065368 E\N:

اصدرت: 30/11/2021 Issued:

*Saudi Arabian Bechtel Company
PO Box 230045 Riyadh 11521*



Date: 12 September 2023

التاريخ: 2023/09/12م

Subject: Experience Certificate

الموضوع: شهادة خبرة

This is to certify that Mr. Muhammad Usman Zafar Pakistan national, holding Passport ID # BF5525533 was employed by Saudi Arabian Bechtel Company – SABCO. He Worked in Neom Project as Cad Designer from 23 Nov 2021 till 12 September 2023.

بمذا نشهد بأن السيد محمد عثمان زفير، باكستاني الجنسية بموجب جواز رقم BF5525533 ، عمل لدى شركة بكتل العربية السعودية – سابكو، بمشروع نيوم. بمهنة مصمم كاد من 23 نوفمبر 2021م حتى 12 سبتمبر 2023م

We would like to express our gratitude to Mr. Muhammad for his valuable contributions during his tenure with Saudi Arabian Bechtel Company. We wish him all the best in his future career.

نشكر السيد/ محمد على مساهماته القيمة خلال فترة عمله لدى شركة بكتل العربية السعودية. متمنين له التوفيق في حياته العملية.

This certification is being issued to Mr. Muhammad, without any obligations on the company.

تم إصدار هذه الشهادة بناءً على طلب السيد/ محمد ، دون أدنى مسئولية على الشركة.

Neom HR -Project



SAUDI ARABIAN BECHTEL COMPANY (SABCO)
A Limited Liability Company- C.R 1010428163
The Cube, 1st Floor, Office # 1,2&4, Aluruba Road (west),
Ar-Rahmaniyah, Riyadh 12341
P.O. Box 230045, Postal Code 11321 – Kingdom of Saudi Arabia

شركة بكتل العربية السعودية (سابكو)
شركة ذات مسؤولية محدودة - س.ت 1010428163
ذاكوب - الدور الأول - مكتب رقم 1، 2 و 4 طريق العروبة (غرب) - الرحمانية - الرياض 12341
ص.ب. 230045 الرمز البريدي 11321 - المملكة العربية السعودية



Personnel Acquisition Form (PAF)



PAF No:	100854-0689	Reason for PAF:	<input checked="" type="checkbox"/> Mobilisation <input type="checkbox"/> Change of Employment Conditions <input type="checkbox"/> Demobilisation
Name:	Muhammad Usman Zafar	Rate ID	H9.1
Position Title:	BIM Specialist	Staffing Plan Pos #:	S-INFRA96
Direct Supervisor:	Wissam Al Daoud	Location:	IK
Department:	Engineering - Regional Infrastructure	NEOM Supervisor:	Ahmed Naji
Start Date:	01 October 2021	Approved End Date:	30 June 2023
Consultant Approval	Dept Supervisor:	Signature:	Comments:
	Project Controls:	Signature:	
	Project Director:	Signature:	
NEOM Approvals	Dept Rep:	Signature:	Comments:
	Project Controls:	Signature:	
	Project Director:	Signature:	
APPROVALS	Consultant Name	NEOM	
Name	Hani Rizkallah	Ashley Becker	
Title	Consultant Representative	Employer Representative	
Signature			
Date	28 September 2021	06-Oct-21	

Attachments: CV



MAIL TYPE
Workflow Transmittal

MAIL NUMBER
BEC-WTRAN-120365

REFERENCE NUMBER
BEC-WTRAN-120365

Final (WF-085997) 07-140001-4800000806-KCG-HRM-CVS-000004 Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman
Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman

From: Mr Jancil Moravio Saldhana - Bechtel KSA
To (3): Bechtel Document Management TROJENA - Bechtel KSA (+2 more...)
Cc (6): Mr Nidal Munir Habib - Bechtel KSA (+5 more...)
Sent: Tuesday, 17 September 2024 5:41:27 PM AST (GMT +03:00)
Status: N/A

DOCUMENT ATTACHMENTS (2)

(0 selected)

File	Document No	Revision	Revision Date	Title	Status
	07-140001-4800000806-KCG-HRM-CRS-000004	01	08/09/2024	Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman	E - Review Not Required - Proceed
	07-140001-4800000806-KCG-HRM-CVS-000004	01	08/09/2024	Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman	E - Review Not Required - Proceed

MESSAGE

Workflow Review History

The attached documents have completed the "07-140001-4800000806-KCG-HRM-CVS-000004 Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman
Proposed CV For Muhammad Usman Zafar, Technical Engineer / Draftsman" workflow with the following results