



CURRICULUM VITAE

Matiur Rahaman
(Mechanical Draftsman)

Contact: 05075 21871

Email: matiur2889@gmail.com

Objective:

Looking for a challenging, dynamic organization, this can utilize my potentiality and experience to its full extent as an **AutoCAD Mechanical Draftsman**, where I can use my professional skills which I gathered from my past experience and expertise to continuously grow and learn the new cutting edge technologies in a professional & technical environment . **I have 10+ years' experience in Saudi Arabia.**

Professional Work Experience in Saudi Arabia:

D&B Contracting.



DESIGN & BUILD

Position : Mechanical Draftsman.
Period of : From 23rd Feb 2025 to till now .
Place : Riyadh, KSA.

Projects:

- *Wanana Basiqat Project, Riyadh (Villa , Hotel , Restaurant & Spa Building .
- *Kayannat Project , Anas Bin malik street , Riyadh .

Al Fayhaa & Construction & Contracting (AFCC)



Position : Mechanical Draftsman.
Period of : From 25th June 2024 to 31th December 2024 .
Place : Riyadh, KSA. (Head Office & Site)

Projects:

- * Riyadh Metro Blue Line , Station no : 1E2 , 1D1 & 1B2
- *Dr. Solaiman Al Habib Hospital, Takhasussi street, Riyadh.

Bin Dayel Contracting EST .



- Position : Mechanical Draftsman.
Period of : From 12th June 2013 to 30th April 2024.
Place : Riyadh, KSA.(Head Office)

Projects:

- *Makkah Technical College For Boys, Makkah .
- *King Khaled Eye Specialized Hospital , Riyadh .
- *Muzamiyah Technical College For Girl's , Muzamiyah .
- *Makkah Medical Center, Makkah .
- *KAP1-King Abdullah Project -01(21 Sites)
- *Al Imam Islamic University , Riyadh .

Technical Profile:

- Thorough knowledge of Computer Aided Drafting (**AutoCAD all version**)
- I have basic Knowledge of **Revit MEP**.
- Thorough knowledge of Computer Applications (**MS Office all version-Till 2025**)
- Thorough knowledge of Microsoft Operating Systems.
- Thorough knowledge of Software Installation.

Academic Profile:

- Higher Secondary School Certificate (H.S.C) From Comilla Board, Bangladesh.
- Secondary School Certificate (S.S.C) From Comilla Board, Bangladesh.
- Successfully Completed **AutoCAD Course** from National Youth Development Training Academy (NYDTA) Dhaka, Bangladesh.

Responsibilities:

- ❖ Responsible for preparation of shop drawing for all Mechanical works.
- ❖ Mechanical drafting.
- ❖ Responsible for drawing plans in 2d and making sections for Mechanical Drawing.
- ❖ Edition of load schedule as per engineer's comments.

Other Responsibilities:

- ❖ Manages outgoing Incoming Project Documents.
- ❖ Posts changes to computerized or manual control records, releases documents.
- ❖ Coordinate all activities related to the Document Control procedure, including technical documents, drawings, and commercial correspondence.
- ❖ Makes sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable.
- ❖ Maintain updated records of all approved documents and drawings and their distribution clearly.
- ❖ Coordinating with Main Contractors and with consultant regarding submittal.
- ❖ Preparation of Material submittal to the consultant.
- ❖ Preparation of drawing submittal to the consultant.

Personal strength:

- ❖ Good Communication Skills (written & spoken)
- ❖ A Fast learner of new things
- ❖ Enthusiasm and High level of motivations
- ❖ Enjoy open comments, plain talk and challenging assignment.
- ❖ Ability to adjust easily & work multicultural environments.
- ❖ Tendency to accept all challenges high expectancy jobs.

Key Skills:

- Ability to work effectively as member of team in own initiative, used to planning and works under strict schedule.
- Strong intuitive-problem solving abilities.
- Make new drawings & modify drawings for new & existing projects respectively as per the required company standards.
- Utilize standard technical manuals to ensure compliance standards & codes.
- Performs others duties & responsibilities associated with the position as may be appropriate.
- Preparing & Issuance of the standard file as per the customer prospects and requirements.
- Excellent communication skills.
- Interested to learn more and productive in any environment rapidly.
- Ability to perform any CAD related tasks and duties.

Nature of Job Done:

- Preparation of Mechanical (Shop Drawing As-Built dwg.) for the all (HVAC, Drainage, Water Supply & Fire Fighting System works.
- Can Use for HVAC McQuay Duct Sizer.
- Can make quantity take off as per design or Shop drawing all Mechanical decline .

- Visiting site for preparing As-Built drawing.
- Preparing the details of the drawings under the engineers Supervisors. Other related works.
- Updating and incorporating of comments of consultant on the returned drawings with comments as per requirements of the Consultants under the supervision of the engineer.

Personnel Profile:

| | |
|-------------------|--|
| ❖ Name | : Matiur Rahaman |
| ❖ Date of Birth | : 02-08-1992 |
| ❖ Nationality | : Bangladeshi |
| ❖ Religion | : Islam |
| ❖ Marital Status | : Married |
| ❖ Iqama Status | : Transferable |
| ❖ Languages known | : English(Written & Spoken), Hindi, Arabic(Spoken) |
| ❖ Email | : matiur2889@gmail.com |
| ❖ Mobile | : 05075 21871 |

Upon request at meeting /interview:

I do hereby declare that above particulars given are true and correct to the best of my knowledge. If I selected for the above post, I will respect the duties entrusted to me to the best of my ability and to the utmost satisfaction of the management.

Yours Sincerely,
Matiur Rahaman