

**ARSHATH KHAN** SENIOR AUTOCAD DRAFTSMAN AND QUANTITY SURVEYOR  
 SPECIALIZED IN ARCHITECTURAL / INTERIOR DESIGN/ FIT-OUT/ INFRA STRUCTURAL  
 LIVING IN SAUDI ARABIA  
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<b>Date of Birth:</b>	6 <sup>th</sup> April 1990	<b>Driving License:</b>	Qatar & KSA Driving license
<b>Nationality:</b>	Sri Lankan	<b>Visa Status:</b>	QATAR Valid QID/IQAMA-KSA
<b>Passport No:</b>	N 8812109	<b>Marital Status:</b>	Married & Have 2 Children

**JOB OBJECTIVE:**

To secure an entry level executive position in a leading construction company and enhance my knowledge and skills to further learn and understand the intricacies of the company. (Totally 16 Years' Experience in major construction projects, I'm Currently Having 14 years of experience in QATAR and SAUDI ARABIA Buildings & Road Projects)

**CAREER GOALS:**

As a Certificate holder in Engineering Draughtsman, and HND Quantity Surveyor I can work on own initiative and as a part of team. I would welcome the chance to work as a part of dynamic team, where I could make a significant contribution while developing my skills further.

**EMPLOYMENT SUMMARY:**

1. I am Working at ELEGANCIA ARABIA- RED SEA INTERNATIONAL AIRPORT & SURAH ISLAND(HC1) PROJECT-KSA as a SENIOR DRAFTSMAN AND QUANTITY SURVEYOR for the period of JAN-2024 TO UP TO NOW
2. I worked at HATTAB HOLDING STATE OF QATAR as an INTERIOR DESIGN & ARCHITECTURAL DRAFTSMAN (QS)for the period of DEC-2022 TO NOV 2023
3. I worked at Degus İnşaat ve Tic. A. Ş STATE OF QATAR as an INFRA STRUCTURAL DRAFTSMAN(PWA-AS\_BUILT) for the period of SEP-2022 TO DEC 2022
4. I worked at Al Tawfeeq & Partners Contracting COMPANY STATE OF QATAR as an INTERIOR DESIGN DRAFTSMAN for the period of APRIL-2021 TO AUG-2022
5. I worked at BOOM CONSTRUCTION COMPANY STATE OF QATAR as a CIVIL & INFRA DRAFTSMAN for the period of MAY-2018 TO APR-2021
6. I worked at AL-BANDARY INTERNATIONAL GROUP STATE OF QATAR as a CIVIL & ARCHITECTURAL DRAFTSMAN for the period of NOV-2013 TO APR-2018
7. I worked at AMERICAN QATARI FRENCH TR & CON CO.W.L.L (AFQCO) STATE OF QATAR as a CIVIL & ARCHITECTURAL DRAFTSMAN for the period of DEC-2011 TO SEP-2013
8. I worked at PUBUDU CONSTRUCTION (PVT), SRI LANKA as a MEP AUTOCAD DRAUGHTSMAN for the period of JAN-2011 TO NOV-2011

**DUTIES AND RESPONSIBILITIES:**

- I have worked on projects of Towers Apartment buildings, Shops, Schools Hospitals drawings of Architectural and Structural for residential and commercial buildings. Also, ASHGHAL PROJECTS.
- ✚ Preparing Architectural Shop Drawings like Block Work, Tiling, Details Dwg, CLADDING, FURNITURE, Elevations and Joinery Work etc....
  - ✚ Preparing Reflected Ceiling Plan (RCP) Layouts for MEP works.
  - ✚ Assisting to Prepare BOQ for MEP Works Using AutoCAD. And QUANTITY Take-off.
  - ✚ Preparing for KITCHEN CABINET, COUNTER-TOP, VANITY, WORDROBE, DOOR
  - ✚ Preparing AS-BUILT DRAWINGS BUILDINGS
  - ✚ Preparing shop Drawings for MEP works.
  - ✚ Preparing shop Drawings for Infrastructural (ASHGHAL Road Projects) (ROAD-FS-SW-TSE-PW-SL-LV-MV-QTL-ITS-HV-EHV-CRA & TDP)
  - ✚ Preparing AS-BUILT DRAWINGS ROAD (PWA-AS\_BUILT)
  - ✚ Working on REVIT ARCHITECTURE
  - ✚ Working on CIVIL 3D

**PROFESSIONAL QUALIFICATION:**

01. Successfully completed PROFESSIONAL CERTIFICATE DIPLOMA IN ENGINEERING DRAUGHTSMAN at aCADDemy College, Sri Lanka
02. Successfully completed HIGHER NATIONAL DIPLOMA IN QUANTITY SURVEYOR at Metropolitan College, Sri Lanka

**KEY SKILLS:**

01. Have Excellent Knowledge in MS APPLICATIONS, EXCEL, AUTO CAD, PDF, ETC.
02. Good knowledge of ALL VERSION OF AUTOCAD, REVIT ARCHITECTURAL & CIVIL 3D

**LANGUAGE KNOWN:**

- Fluently speaking and writing English, Sinhala & Tamil
- Reading & writing skills in Arabic language

## **SUMMARY OF DUTY & RESPONSIBILITY:**

- Coordinated the preparation of detailed technical drawings, specifications, and documentation for fit-out and interior projects
- Liaised with design teams, project managers, and site engineers to ensure compliance with project requirements, codes, and standards.
- Reviewed and validated drawings and technical submissions for accuracy, completeness, and adherence to client specifications
- Maintained organized records of technical documents, correspondence, and drawing logs for project tracking and audits
- Conducted site visits to gather technical information, verify design feasibility, and support issue resolution during execution
- Coordinate with subcontractors and vendors to obtain necessary materials and technical information for the successful execution on design projects
- Conduct regular site visits to supervise construction activities, identify potential issues, and provide technical support and guidance to the construction team.
- Stay up-to-date on the latest industry trends, materials, and construction techniques to ensure the implementation of innovative and efficient design solutions.
- Communicate effectively with all subcontractors, providing regular coordination and addressing any technical concerns in a timely and professional manner.
- Prepare Coordination Drawing between Architectural, Structural and MEP.
- Prepare General Arrangement Drawing for Submission.
- Prepare Architectural Shop Drawing (Block work, Staircase Detail, Dry & Wet Area Tiling Over All Layout)
- Prepare RFI to Clarify Conflicts Between Drawings.
- Prepare Road Levels and Slope Direction.
- Prepare Pavement Levels Based on Road Levels and Building Levels.
- Site visit and get the measurement for Preparing as build drawings.
- Quantity Calculation of Material ordering Purpose.
- Prepare sub-contract Package including BOQ, Markup Drawing & Etc for Procurement Purpose.
- Verify the Contract BOQ agreement, Technical Data.
- Supporting QS team with material take-offs and BOQs
- Quantity Take-off & BOQ Preparation

## **Non-RELATED REFEREES:**

WILL BE PROVIDED UPON REQUEST

I do hereby certify that the forgoing particulars are true and accurate to the best of my knowledge and belief.

**ARSHATH KHAN**

