

Curriculum Vitae

NAME: SAEED KHAN

AutoCAD Civil 3D Draftsman (Civil)

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Current Address: Riyadh, Saudi Arabia



Objective.

To work as Draftsman in a comprehensive environment. Where I can utilize my education knowledge and skills to a prestigious organization works and groomed professionally in future.
So far, **I have 8 Years' Experience** in the field civil engineering.

Academic Qualification

- ✓ **D.A.E (Three-year Diploma of associate Engineer) in Civil technology (Passing year: 2013-2016)**
- ✓ **AutoCAD/ AutoCAD Civil 3d**
- ✓ **Ms excel**
- ✓ **Ms office**

Personal Profile:

- **Father Name** Abdul Rahman
- **Date of Birth** 10-8-1994
- **Nationality** Pakistani
- **CNIC No** 15502-4151274-5
- **Marital Status** Single
- **Visa Status** Transferable Iqama
- **Language** English, Urdu, Arabic

Career History & Experience Detail:

Professional Experience 8 Years

KEY SKILLS:

- Excellent Communication skills
- The ability to works in budget
- Good team Working Skills
- Excellent working Skills of Auto-Cad software
- Excellent working Skills as Construction (Civil) Site Engineer
- Confidence in decision making
- Time management skills

Present Job:

From 8th October 2023 to till date.

- **Designation:** SENIOR CIVIL DRATSMAN (AutoCAD Civil 3D)
- **Company:** NABATAT CONTRACTING COMPANY SAUDIA ARABIA
- **Project:** GREEN RIYADH (Landscaping)
- **Client:** ROYAL COMISSION FOR RIYADH CITY (RCRC)
- **Consultant:** PARSON'S

Responsibilities:

- Preparations Detailed Topographic Maps based on Survey data for accurate site representation.
- Developed and Optimized Surface Models for terrain analysis and grading.
- Levelling & Designing Works Such as Roads, Sewerage line, Footpaths, Parks etc.
- Surface & Profiling Works...
- Making Quantity Cutting & Filling of Existing Soil.
- Preparing landscape design concepts according to consultant requirements like Landscape, Soft cape & irrigation.
- Provides setting out coordinate and elevation need for constructions.
- Generated data to Surveyor According the Works.
- Created and Analysed Profile & Layouts for Irrigation networks to ensure efficient water.
- Preparing Presentation Drawings in AutoCAD.
- Preparing Shop Drawing of Plan, Section & Elevation.
- Raise RFI to consultant for the next day inspection of works at site
- Preparing as Built Drawing.
- Preparation of computer aided drawings related to structural construction and out Sitting of new building projects as detailed in client's specification.
- Co-ordination of Architectural Drawings with Structural & Service Drawings.
- Providing specialist direction on usual or difficult engineering issues.
- Finalized and Compiled Layout Plan Sheets for Project Documentation and execution.

From 1st November 2017 to July 2023

Position (Multiple): Site Engineer & AutoCAD Draftsman

Company: Shoukat Khan & Com.

Under Supervision: AID & USAID

Funded by: United State America International Development

Project: Sindh Basic Education Program

Client: Program Management of Implementation Unit Government of Sindh

Consultant: Halcrow Pakistan

Responsibilities:

- Managing and Planning Construction Projects.
- Plan and execution of works as per Design and drawing.
- Monitoring and inspecting the works of sub-contractor and other third parties.
- Checking the quality of RCC works such as Foundation, Columns, Beam, Slab etc.

- Managing and Planning the construction project.
- Direct and instruct sub-contractors for carrying out civil works as per plan and instructions given by the head of the execution.
- Responsible for mobilizing & control the required Material, human resource and machinery for the specific site activity.
- Advising the workers on the construction process and addressing their concern.
- Preparation of daily weekly and Monthly reports on work progress
- (key Performance indicator) & evaluating as per plan of schedule.
- Controlling the Cost of Materials
- Ensure that the Project start on the time and end with in the estimated duration.
- Observation of construction safety rules and regulation.
- Preparation shop drawing of Plan, Section & Elevations.
- Preparing as Built Drawing.
- Preparation of computer aided drawings related to structural construction and out Sitting of new building projects as detailed in client's specification.
- Co-ordination of Architectural Drawings with Structural & Service Drawings.
- Levelling the site according to the plan available.
- Setting out the works in according the Plan Available.

From 20th Jun 2016 to Oct 2017

Consultant: Military Engineering Service (M.E.S)

Client: M.E.S

Position: Site Supervisor

Project: Military Housing Society

Responsibilities:

- Responsible for mobilizing & control the required Material, human resource and machinery for the specific site activity.
- Direct and instruct sub-contractors for carrying out civil works as per plan and instructions given by the head of the execution.
- Inform Engineer of any problem which may arise with the Consultant.
- Any other assignment as required by the Engineer.
- Supervise regularly, including road work, sample testing where required, material and workmanship to ensure that the works are being carried out in compliance with the terms and condition of relevant Contract Documents.
- To achieve the targets given by the site in charge /Manager
- Checking of steel reinforcement site.
- Ensure Housekeeping & HSE compliance on site.
- Supervision of on-going structural work
- Conduct a meeting with all staff/workers regarding to HSE compliance on site at daily basis before starting the works.