

From

Manu Alex
Aziz Co. Ltd.
Riyadh
Saudi Arabia.

Subject: - **Application for Post of Draftsman (Auto Cad)**

Dear Sir,

Being given to understand that there is existing a vacancy for Civil Draughtsman (Auto CAD) in your reputed concern and I would like to state the following for your kind consideration. I am attaching my resume along with this letter assuring you sir, if offered an opportunity to work with your organization, I will do my utmost for the betterment of this organization and I will discharge all the responsibilities faithfully to the utmost satisfaction of the authorities.

I have completed my HSC and after that passed Draughtsman Civil from National Council for Vocational Trades,(NCVT) then I have passed Auto CAD (Civil) it consist Auto CAD diploma. After that I have worked with different concerns as a Civil Draughtsman (Auto CAD) for last 17 years in work Kerala, India as well as in Riyadh, Saudi Arabia

Looking forward to hearing from you soonest.

Thanking you,

Yours Faithfully,

MANU ALEX

CURRICULUM VITAE



MANU ALEX

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Aiming Towards Career Enrichment in Civil Engineering with Focus On AUTO CAD DRAFTSMAN.

OBJECTIVE:

Aspiring for a challenging career in a well-established multinational company, where I can fully utilize my experience, personal skill and ability. I would like to grow in such an organization that offers dynamic environment where performance is demanded and regarded.

EDUCATIONAL QUALIFICATION:

- Draughtsman Civil Engineering (National Council of Vocational Training N C V T 2008)
- Plus two from Board of Higher Secondary Education, Kerala 2006
- S S L C, State Board of Public Examinations, Kerala 2003.

COMPUTER SKILLS

Diploma in Auto Cad, M S Office, ADCA,

EXPERIENCE & JOB PROFILE:

A. AV. DESIGN STUDIO Architects & Planners Ramanchira, Thiruvalla, Kerala, India

Designation : AutoCAD Draftsman
Duration : August 2008 to June 2011

- Job Profile : (1) Prepare architectural drawings for all types of building.
(2) Prepare interior design & electrical layout work for all types of building.
(3) Making submissions of drawing for the approval of concerned authority.

B. AZIZ COMPANY L.T.D. Contracting & Industrial Investment Riyadh, Saudi Arabia

Designation : AutoCAD Draftsman

Duration : July 2011 presently working

Job profile : (1) Prepare Architectural & structural drawings for all types of Building.

(2) Prepare Electrical Layout work for all types of Building.

(3) Prepare all types of STP Plant's And Pump Stations.

(4) Prepare all types of Pipe line and profile and Chambers.

(5) Prepare all types of mechanical drawings and details.

PROJECT OF WORKING

1- HAMMADI HOSPITAL (Suwaidi)

- **CLIENT** : MOHAMMED HAMMADI
- **CONSULTANT**: A.A.AL SHEGRI CONSULTING ENGINEERS (S C E).
- Work for Civil ,Electrical ,Mechanical, As built

2- AL - HAYER SEWERAGE TREATMENT PLANT (PHASE-1)

Job description: AutoCAD Draftsman

- Plant average flow capacity 400,000M3/day
- Plant peak flow capacity 640,000,M3/day
- Treasury treatment plant
- Plant approximate area is 645X630 m2

- **CLIENT**: NATIONAL WATER COMPANY RIYADH BUSIANESS UNIT.
- **CONSULTANT**: ABALKHAIL, CONSULTING ENGINEERS.
- **CONTRACTOR (DESIGN & BUILD)**: AZIZ COMPANY L.T.D.
- Work for Civil , Electrical ,Mechanical, As built & Office Documents

- **Plant consist of :**

- a) Inlet works.
- b) Pre-aeration tanks- 2Nos
- c) Aeration tanks -8 Nos
- d) Final settling tanks -16 Nos
- e) Filtration buildings – 2Nos
- f) Chlorine contact tanks – 4
- g) Sludge thickeners – 2 Nos
- h) Central fudge (decanter) building – pre- fabricated steel building
- i) Sludge dryers building (latest international system).
- j) Generator building.
- k) Electrical substations and transformers – 8Nos.
- l) Chlorination building
- m) Workshop & mosque building.
- n) Administration building (3stories building)
- o) Inter connecting piping- about 25 Km (different types & sizes)
- p) Service & potable water lines – 8 Km.
- q) Storm drainage line – 5.5 Km.
- r) Effluent & bypass line – 6.5 Km.
- s) Road works – 50,000 m²
- t) Security fence S.S.D1 – 2.5 Km

3- LIFT PUMPING STATION AT AL - HAYER SEWERAGE TREATMENT PLANT (PHASE-1)

- **Job description: AutoCAD Draftsman**
- **Plant average flow capacity 400, 000 M³/day**
- **Plant peak flow capacity 640,000 M³/day**
- **Approximate area 110X110 M²**

- **CLIENT**: NATIONAL WATER COMPANY RIYADH BUSIANESS UNIT.

- **CONSULTANT**: ABALKHAIL, CONSULTING ENGINEERS.

- **CONTRACTOR (DESIGN & BUILD)**: AZIZ COMPANY L.T.D.

- **Work for Civil , Electrical ,Mechanical, As built & Office Documents**

- **Project consist of:**

- a) Inlet water tanks – 2 Nos.
- b) Pump house- 9 m underground.
- c) Electrical substation.
- d) Inter connecting piping (different types & sizes).
- e) Service & potable lines.
- f) Storm drainage line.
- g) Road works.

4- HEET PUMPING STATION

Heet pumping station & transmission line to Haer sewage treatment plant

Job description: AutoCAD Draftsman

Plant average flow capacity 150,000 M3/day

- **CLIENT**: NATIONAL WATER COMPANY RIYADH BUSIANESS UNIT.
- **CONSULTANT**: NATIONAL WATER COMPANY.
- **CONTRACTOR (DESIGN & BUILD)**: AZIZ COMPANY L.T.D.
- **Work for Civil , Electrical ,Mechanical, As built & Office Documents**

Project consist of:

- a) Pumping station (consist of 8 pumps , 5 working pumps & 3 stand by with head 80 m)
- b) GRP pipe line (Dia 1200 mm) , length = 25 Km.
- c) Air release chambers = 15 Nos.
- d) Washout chambers = 15 Nos.
- e) Gate valve chambers = 3 Nos.
- f) Anti-shock air valve chamber = 4 Nos.
- g) Stand pipe chamber = 4 Nos.

5- RE- USE OF TREATMENT SEWERAGE WATER IN RIYADH

- **CLIENT**: NATIONAL WATER COMPANY RIYADH BUSIANESS UNIT.

- **CONSULTANT** :

1. BECT ,

2. NATIONAL WATER COMPANY ,

3. FOUAD AL SALEH & KHALED AL DHOWALIA .CO (FKEC),

4. YARA CONSULTANT ENGINEERING

- **CONTRACTOR (DESIGN & BUILD)**: AZIZ COMPANY L.T.D.

- Work for Civil , Electrical ,Mechanical, Profile , Chamber's As built & Office Documents

Job description: AutoCAD Draftsman

-Project consist of :

- a) Pipe Line 1200, 800 & 600 FCPP
- b) Dia 1200 Duct Tile (K9)
- c) Chamber, Thrust Boring & Thrust Block's
- d) Surge Vassal
- e) Aramco Pipe Line Cross, Railway Cross
- f) Pipe Line test 25 bar, 16 Bar, Gravity Line
- g) Fiber Optical Cable

Oyuna Pump Station

- a) Water Tank
- b) Pump House
- c) Sub Station
- d) Toilet
- e) Guardhouse
- f) Security fence S.S.D

- g) Surge Vassal – 5 nos
- h) Service & potable water lines

WORK SUMMARY:

As a Civil Draughtsman – Architectural, Structural , Electrical Drawings & Mechanical Drawing, Sewerage treatment plant drawings, pipe lines, various Office Buildings, Commercials Complexes, Industrial buildings, Hospital Buildings, Residential buildings, Single Line Diagram, Plumbing Drawings etc.

PERSONAL DETAILS:

Name : **MANU ALEX**
Age &Date of Birth : **40 yrs, 15.01.1986**
Sex : **Male**
Religion : **Christian**
Citizenship : **Indian**
Languages known : **English, Malayalam, Hindi, Tamil**
Marital status : **Married**

PASSPORT DETAILS

Passport No : **T6703982**
Place of Issue : **Riyadh**
Date of Issue : **28-05-2019**
Date of Expiry : **27-05-2029**

SAUDI DETAILS

Saudi Council of Engineers (SCE) : **334077 (Valid: 04-11-2026)**
Chambers of Commerce Riyadh I D : **1062**
GOSI Number : **2929433**
Resident Identity : **2308370770 (Valid)**
Driving Licenses : **yes (Valid: 25-03-2027)**

ASSET:

- Ability to take challenge and responsibilities.
- Appreciable analytical, planning and presentation skills.
- Strong problem solving and trouble shooting skills.
- Professional, dedicated, creative, motivated and hardworking.
- Desire to learn, update skills and stay ahead of the technology curve.

DECLARATION:

I do hereby declare that the given details are correct to the best of my knowledge and belief

Place: Riyadh, Saudi Arabia

Date:

(MANU ALEX)