



# MOHAMMED JUBER

Document Controller & Architect Draughtsman

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Riyad, Kingdom of Saudi Arabia

## PROFILE INFO

I am a hard-working, methodical and driven individual with more than six years of experience in this all field and with the ability to input and manage data accurately, with great speed and in high volumes. I am able to demonstrate effective communication and organisational skills work on my own initiative, both independently and within a team. I have the excellent ability to organise and prioritise my workload to achieve set goals and deadlines in the most efficient manner.

## SKILLS

- Auto Cad
- Drafting
- Sketch UP
- Revit
- 3ds Max
- Photoshop
- MS Office
- Canva

## LANGUAGES

- Hindi
- English
- Arabic



## EDUCATION

**2016** Diploma In Architectural And Interior Design

**2017** Trickfast Digital Smart Learning

Graduated with highest honors, recognizing academic excellence.

**GRADE: "A"**

**2014** Diploma In Land Surveyor

**2015** Deora Technical College

Graduated with highest honors, recognizing academic excellence.

**GRADE: "A"**



## EXPERIENCE

**2018** Documents Controller

**2022** National Laboratory For Soil Investigation and Building Materials Testing Lab. SHARJAH(Head Office), UAE

- Manage the flow of documentation within the organization.
- Prepare ad-hoc reports on projects as needed.
- Monitored document control activities to ensure compliance with company policies, guidelines and procedures
- Maintain confidentiality around sensitive information and terms of agreement.
- Create templates for future use.
- Maintained an up-to-date audit trail of all documents and tracked changes made in documents.
- File documents in physical and digital records.
- Distributing documents to relevant parties (contractors, engineers, consultants).

**2022** Architecture Draughtsman

**2024** Al Abdaa Al Fani Carpentry Joinery & Turnkey Interior Solution

- Utilized AutoCAD and civil 3D to develop precise 2D and 3D models for various civil engineering projects.
- Collaborated with senior engineers and architects to review and incorporate design modifications into existing plans.
- Prepared comprehensive design documentation, including site plans, profiles, and detailed drawing, ensuring compliance with project specification and industry standards.

## PERSONAL DETAILS

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- Date of Birth : 10/08/1996
- Marital Status : Married
- Nationality : Indian
- Passport : R2258484
- Gender : Male
- Visa Status - Transfer Iqama
- Iqama No.2616360158

## EXPERTISE

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- Management Skill
- Creativity
- Negotiation
- Critical Thinking
- Leadership
- Designing
- Communication
- Site Analysis and Planning

- Managed multiple drafting projects simultaneously, consistently meeting 100% of deadlines.
- Develop and modify CAD models from sketches, and design specifications.
- Created detailed designs for a variety of products and components.

## STRENGTHS

- Ability to work with a team and as an individual.
- Quick learner and confident to take up challenging tasks with a positive attitude.
- Sincere, hardworking and cooperative in nature.
- Efficient result driver ability.
- Maintaining confidentiality.
- Ability to work under pressure.
- Good communication skills.
- Adaptability to in any work environment.
- Flexible and self-confident.

## DECLARATION

- I hereby certify that the above information is true and correct according to the best of my knowledge, and my experience, if selected I assure that I would perform to the best of my abilities, early awaiting a positive response.