

# CURRICULUM VITAE



**SUFIYAN JAVEED MALIK**

**Sr. Electrical Draftsman**

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## **Objective**

Looking for a position of Electrical Cad-Operator in an organization that would endorse my full potential for better growth and strength to achieve goals.

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I am looking for a suitable position as an. - **Electrical Draftsman**

In the field of designing and drafting specially concern with, where I can use my professional experience and skills. I believe that you might have a need of an individual who has significant experience.

In addition, I offer excellent interpersonal abilities and strong communication skills. These qualities combined with flexibility and dedication should enable me to make a valuable contribution towards the growth of the organization.

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## **PROFESSIONAL SYNOPSIS**

- A dynamic professional with **13 years** of rich experience in AutoCAD and MS Office , Design Engineering & Electrical & Mechanical profession in KSA.
  - Expertise in preparing layouts of electrical ,telecommunication and low current systems & High Current Systems using AutoCAD
  - Exposure in preparing technical and official letters as per requirements.
  - Labelling of all kind of Electrical HCU,LCU
  - AS Built and Red Line of all kind of Drawings.
  - Execution of electrical drawings as per project specifications and tender drawings.
  - Patience in resubmitting the drawings for the approval.
  - Managing a team for the design, for the quality production of execution drawings.
  - Achieving targets before the deadlines with excellence.
  - To full fill the comments.
  - Working under high pressure.
  - Guiding the AutoCAD team for the fastest production.
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## CAREER SCAN

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Sr, Draftsman for Electrical Design SETRAA Advanced Technology Co.  
October '10-10-2010-Present

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### **Key Deliverables:**

- Preparing physical layouts of electrical work of installations which include high current, telecommunication, fire alarm, master clock systems and site layouts.
- Preparing schematic layouts of electrical work of installations which include high current ,telecommunication ,public address , fire alarm etc
- Preparing the as built layout of electrical work of installations.
- Preparing the check list and comparing with the layouts for the low, High current systems
- Coordinating with the main contractor and updating the official work.

### **Highlights:**

- **Projects Handled:**
- Title: PNU Princess Nora University (Riyadh)
- Title: California Compounds (Riyadh)
- Title: Qortuba Oasis (Riyadh)
- Title: Sari Offices Tower (Jeddah)
- Title: Swcc water Plant (Thuwal - Jeddah)
- Title: Sharma Palace (Tabuk-Neom)
- Title: KAFD 2.08 Data Center (Riyadh)
- Title: Al Yamama Palace (Riyadh) Current Working

### **Synopsis:**

The projects include various facilities for the, IT Building, Central Laboratory Building and Warehouse building. The main electrical systems are low voltage systems, low current systems such as fire alarm, public address, and voice-data and ups systems. Also include in the project are explosion proof light fixtures, sockets and devices for low current systems. The project contained valuable systems in electrical and low current which helped to upgrade my efficiency to professional level.

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### **SKILLS**

- Designing and Drafting in AutoCAD.
- Ms-Office (Word, Excel, Power Point, Paint,).
- Install, assemble and navigate operating system.
- Upgrade component of laptop, printer, and scanner.
- Configure and installing Microsoft operating system such as windows-10.

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### Personality Traits

- Confident to work independently and as a team member.
  - Good Communication skills
  - Strive hard for perfection, well motivated and hard working.
  - Positive attitude and enthusiastic approach.
  - Quickly adjustable to any type of environment.
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<b>Languages:</b>	<b>Write</b>	<b>Read</b>	<b>Speak</b>
English :	Excellent	Excellent	Excellent
Arabic :	Poor	Excellent	Average
Urdu :	Excellent	Excellent	Excellent
Punjabi :	Excellent	Excellent	Excellent

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### ACADEMIC CREDENTIALS

- Intermediate [F.A] Ideal College Sialkot, Pakistan
- Higher Secondary School Certificate, General Group – Govt. Islamic School Sialkot, Pakistan.

**MAJOR COURSES:** Well versed with all these software's:

- ADOBE PHOTOSHOP CS4
- PHOTO DESIGNING
- MS WORD
- MS EXCEL
- MS POWER POINT
- MS OUTLOOK
- WINDOWS INSTALLING
- HARDWARE,
- AUTOCAD.
- INTERNET
- MAILING

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### PERSONAL PROFILE

Date of Birth : 31/12/1986  
Marital Status : Married  
Sex : Male  
Nationality : Pakistani  
Present Address : Riyadh11583 P.O. Box 53008 Malaz  
Permanent Address : Sialkot Cantt Ward # 5 House # 285 Punjab Pakistan  
Passport Details : CB8676903  
Iqama : Transferable  
Driving License : Valid

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☞ I was working on multiple projects at same time as it is shown in the period of the project.

☞ Assuring dedicated services with perseverance, commitment and excellence for the prosperous growth and profitability of the organization.

☞ I hereby declare that the above information is true to best of my knowledge.

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