

# CURRICULUM VITAE

## **SHEIKH ILFAJ**

Mobile: +91-9033938462 ♦ +966-559605072

E-Mail: [sheikh22ilfaz@gmail.com](mailto:sheikh22ilfaz@gmail.com)

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### **Professional Summary:**

Focused experienced and responsible **Civil Draughtsman & Auto Cad Operator** with Significant Experience in Shop Drawing, as Built Drawing, Construction Drawing and Employee Training. Adept at performing at top capacity in a high-pressure work environment. Strong reputation for completing projects at or before deadlines.

### **Professional Experience:**

Presently Working for **Saudi Company for Development of Construction & trading ltd.**  
**(SACODECO) At Saudi Arabia.**

**Time period:** Sep. 2022 to Till Date.

**Position Held:** Architectural Draughtsman Civil & Auto Cad Operator

#### **Responsibility:**

- Experienced with AutoCAD 2004 to 2022
- Create Shop Drawing & As Built Detail Drawings.
- Responding to Consultant quires regarding drawings.
- Building layout plan, Elevation, Section Drawing in Auto Cad 2d &3d.
- Create Architectural Design & Working Detail Drawings.
- Receiving and sending CAD files across the internet.
- Telecommunication based Tower Construction Layout plan drawing in Auto Cad.
- Assisting in preparation of project documentation.
- Making various types format & inter data in MS. Excel end writing latter in MS. Word.

Previously Working for **Devdutt Pandya & Associates At Bhavnagar.**

**Time period:** July 2009 to July 2022.

**Position Held:** Draughtsman Civil & Auto Cad Operator

**Responsibility:**

- Building layout plan, Elevation, Section, Foundation Drawing in Auto Cad 2d & 3d.
- Physical and 3D modeling: rendering, materials, lights and cameras.
- Create Design & Working Detail Drawings.

### **Academic Qualification:**

- 10<sup>th</sup> Paased from Gujrat Education Board.
- Draughtsman I.T.I Course August 2006 to July 2008 (Two Year)  
At Bhavnagar Indusrtial Training Institute.
- Computer Aided Design Course August 2009 to January 2010(Six Month)  
At Bhavnagar Indusrtial Training Institute.

### **Computer Skills:**

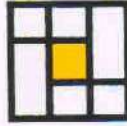
- AutoCAD 2D+3D.
- Revit Architecture
- Microsoft Office.
- MS Windows XP,7EVEN,VISTA, 2000 and others.
- Windows And Software installation and system Troubleshooting.

### **Personal profile:**

Date of Birth : 10<sup>th</sup> March 1988  
Father's Name : Sheikh Alarkhbhai Hajibhai  
Sex : Male  
Religion : Islam  
Nationality : Indian  
Languages Known : Gujrati,Hindi & English  
Marital Status : Married  
Address : Mohalla Varkuwada Ghogha-364110

### **Paspport details:**

Passport No. : R 0025547  
Date of Issue. : 08/05/2017  
Date of Expiry. : 07/05/2027  
Place of Issue : Ahmedabad



**devdutt pandya & associates**  
Architects & Interior Designers

DM-10, Near Binduniwas, Kalvibid, Bhavnagar - 364 002  
Phone : (0278) 2569070 • Tele-Fax : (0278) 2569080  
E-mail : ardevduttpandya@yahoo.in

20-03-2014

**TO WHOM IT MAY CONCERN**

This is to certify that Ilfaj A.Sheikh has been working with us as Draughtsman Civil (Autocad) since July 2009 and is found to be sincere, proficient, dedicated, competent and technically sound. He is familiar with various software's and good at architectural, civil, plumbing and electrical drawing aspects.

**FOR DEVDUTT PANDYA & ASSOCIATES**

**DEVDUTT PANDYA**

क्र. सं.  
Sl. No. (NTC/GUJ/13)



No. 0156157



राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्  
NATIONAL COUNCIL FOR VOCATIONAL TRAINING

भारत सरकार  
GOVERNMENT OF INDIA

श्रम एवं रोजगार मंत्रालय  
MINISTRY OF LABOUR AND EMPLOYMENT

राष्ट्रीय व्यवसाय प्रमाण-पत्र  
NATIONAL TRADE CERTIFICATE

श्री/श्रीमती/कुमारी

सुपुत्र/पत्नी/सुपुत्री श्री

को  
में

प्रशिक्षण पूरा करने और माह

सन् दो हजार

में आयोजित

की निर्धारित व्यवसाय

परीक्षा में उत्तीर्ण होने पर यह व्यवसाय प्रमाण-पत्र प्रदान किया जाता है।

*Shri/Shrimati/Kumari* Sheikh Ilfaj

*Son/Wife/Daughter of Shri* Allankh

*having completed the course of training at* Industrial Training Institute, Bhavnagar

*and passed the*

*prescribed trade test in the trade of* Draughtsman (Civil)

*held in the month of* January *two thousand* Nine

*is awarded this National Trade Certificate.*

सचिव  
Secretary

राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद्  
National Council for Vocational Training



सचिव  
Secretary

राज्य व्यावसायिक प्रशिक्षण परिषद्  
State Council for Vocational Training



# CERTIFICATE OF COMPLETION

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Certificate No.

EM304305097538325290267

ILFAJ ALARAKHBAL SHEIKH  
NAME

REVIT ARCHITECTURE  
COURSE TITLE

REVIT ARCHITECTURE 2023  
PRODUCT

TAHA AREF MUSTAFA SABER  
INSTRUCTOR

26-SEPTEMBER-2023 41-100 HOURS  
COURSE DATE COURSE DURATION

ENGOSOTI (ARKANI EL MAREFA)  
AUTODESK AUTHORIZED TRAINING CENTER



Authorized Training Center

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320100176/12



Sr. No. : 08-

0018659



**DIRECTORATE OF EMPLOYMENT AND TRAINING  
GUJARAT COUNCIL OF VOCATIONAL TRAINING  
GANDHINAGAR, GUJARAT**



**STATE TRADE CERTIFICATE**

Shri / Shrimati / Kumari **SHEIKH ILFAJ**

Son / Wife / Daughter of Shri **ALLARKH**

having completed the course of training in the Trade of

**CERTI. IN COMP. AIDED DESIGN (AUTOCAD 2K)**

and passed the prescribed trade test held in month of **MARCH - 2010**

is awarded this **STATE TRADE CERTIFICATE**

Seat No. : **304880012**

Undergone Training at : **INDUSTRIAL TRAINING INSTITUTE  
BHAVNAGAR**

Period of Training : From **01/08/2009 TO 31/01/2010**

Date of Birth : **10th March 1988**

Character : **GOOD**

Sign. of Principal

Date : **19/04/2010**

Signature of holder :

*[Signature]*  
Member Secretary,  
Gujarat Council of Vocational Training

Director, Employment and Training  
Gandhinagar



\*320100186/14



Sr. No. : 08-

21065



**DIRECTORATE OF EMPLOYMENT AND TRAINING  
GUJARAT COUNCIL OF VOCATIONAL TRAINING  
GANDHINAGAR, GUJARAT**

**STATEMENT SHOWING THE MARKS OBTAINED  
IN THE STATE TRADE TEST**



Name of the Candidate : SHEIKH ILFAJ ALLARKH

Trade : CERTI.IN COMP.AIDED DESIGN(AUTOCAD 2K)

ITI/Centre : INDUSTRIAL TRAINING INSTITUTE,  
BHAVNAGAR

Examination Centre : BHAVNAGAR

Session : 01/08/2009 TO 31/01/2010

Seat No. : 304880012

Trade Test held on : 18/03/2010 To 20/03/2010 Trial No. : ONE

| Subject         | Maximum Marks                         |         |       | Minimum Marks                         |         |       | Marks Obtained                        |         |       |
|-----------------|---------------------------------------|---------|-------|---------------------------------------|---------|-------|---------------------------------------|---------|-------|
|                 | Practical Test/<br>Written<br>Drawing | Session | Total | Practical Test/<br>Written<br>Drawing | Session | Total | Practical Test/<br>Written<br>Drawing | Session | Total |
| TRADE PRACTICAL | 300                                   | -       | 300   | 180                                   | -       | 180   | 270                                   | -       | 270   |
| TRADE THEORY    | 100                                   | -       | 100   | 40                                    | -       | 40    | 46                                    | -       | 46    |
| <b>TOTAL :</b>  | --                                    | --      | 400   | --                                    | --      | 220   | --                                    | --      | 316   |

Date : 19/04/2010

RESULT : **PASS**

Signature of Principal

Member Secretary,  
Gujarat Council of Vocational Training  
and  
Director, Employment and Training  
Gandhinagar

Subject marked with \$ Indicates Grace  
Subject marked with \* Indicates Exemption

# AAVKAR ACCOUNTANCY

PROFIT > Authorised Training Center

109, SAGAR COMPLEX, NEAR JASHONATH PETROL PUMP,  
BHAVNAGAR. PHONE : (0278) 430060, 432635

## CERTIFICATE



This is to certify that Sheikh. Ifaz A.

Has Successfully Completed Our Four Months MS-office  
Operating Accounting Course from 1 June 2004 To 30 Sept. 2004

In Our Institute

Now He Has Good Experience Of Operating Accounting. He is  
Clever And Enthusiastic

This Certificate is Given With Best compliments for His  
Bright Future



For, **AAVKAR ACCOUNTANCY**

*B. Sheikh*

( Shabbir B. Sheikh )



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વિચારણા / OBSERVATION

વિવિધ સેવા / MISCELLANEOUS SERVICE



R0025547

પિતા / માતાનો અધિકારક સહ-સભ્ય / Name of Father / Legal Guardian

ALARAKHBHAI HAJIBHAI SHEIKH

માતાનો સહ-સભ્ય / Name of Mother

AYASHABEN ALARAKHBHAI SHEIKH

સહ-સભ્ય / Name of Spouse

FATMA ILFAJ SHEIKH

સરનામું / Address

MOHALLA VARKUWADA

AT AND POST GHOGHA, BHAVNAGAR

PIN: 364110, GUJARAT, INDIA

પુરાણી પાસપોર્ટ નં. અથવા સરનામું બદલે તેના પાલિકા સહ-સભ્ય / Old Passport No. with Date and Place of Issue

H0788290 29/09/2008

AHMEDABAD

ફાઈલ નં. / File No.

AH1071012854817