

Twozan Land Surveying

Curriculum Vitae

Muhammad Noman

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Personal Information

Name:	Muhammad Noman
Job Title:	CAD Draftsman
Qualification:	D/Man Civil /Civil Engineering /HSE (Diplomas)
Work Experience:	06 years
Department:	CAD
Birth Date:	20/03/1990

Qualifications

Educational Qualification:	(INTER)
Place:	Post Graduate College Nowshera
Year:	2006-2008
Educational Qualification:	Civil Draftsman
Place:	Government Technical and Vocational College , Pakistan
Year:	2009-2010
Educational Qualification:	Diploma Civil Engineering
Place:	IIMS
Year:	2009-2012
Educational Qualification:	Diploma HSE Engineer
Place:	Harris Institute Peshawar
Year:	2013

Work Experience

1.	CAD Draftsman	Twozan Land Surveying – Jeddah, K.S.A	12 Feb 2014 – Till Date
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Duties and Responsibilities:

- Process survey data using TGO software (Trimble Geometrics Office), creates new layers, sort out and check features codes to meet standard and specifications
- Converts DXF files to AutoCAD drawings, edits drawing such as placement of standard cad symbols for utilities, arranges overlapping elevations, placement of layers of roads, walls, fences, buildings and other landmarks. Replaces lines to 3D polylines on all string lines
- Generates contours using Civil 3d or Terramodel software and check the accuracy of the survey data.
- Assist in the supervision, monitoring and implementation of on-going projects
- Assist surveyor in preparing summary data and other survey calculation
- Organized and maintain filling system of data related to drafting and surveying

- Creates and revise production drawings (sketches, details, assemblies, plans and profiles drawings).
- Coordinates with the design engineers in order to establish the modifications of drawings that were needed at site and transposed them into CAD drawings.
- Assist in evaluating and adjusting new design and detail drawings to ensure practical completion while adhering client standard for usage.

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- Responsible for setting up and maintaining an organized file system for production drawings.
- Reviews all incoming and outgoing drawings request for completeness and accuracy of information.
- Assist in site inspection where required.
- Responsible in other duties as assigned and as needed.

2.	CAD Structural Designer	SAUDI CONSTRUCTIONEERS (Jeddah)	05 January 2013-28 January 2014
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TASKS:

- Follow drawings to complete, Structural and Building Works.
- Making shop drawings bar bending schedules in technical office. And then also follow these drawings on site to get perfect result.
- Follow Inspection and Test Plan for the Civil, Structural and Building Works and carries out the various stages Inspection and Tests.
- Preparing shop drawings of beams columns stairs slabs from schedules.

3.	Senior CAD Draftsman	NESMA & PARTNERS CONSTRUCTION COMPANY(JEDDAH)	01 March 2012- 25 Dec 2012
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TASKS:

- Converts DXF files to AutoCAD drawings, edits drawing such as placement of standard cad symbols for utilities, arranges overlapping elevations, placement of layers of roads, walls, fences, buildings and other landmarks. Replaces lines to 3D polylines on all string lines
- Generates contours using Civil 3d or Terramodel software and check the accuracy of the survey data.
- Assist in the supervision, monitoring and implementation of on-going projects
- Assist surveyor in preparing summary data and other survey calculation
- Organized and maintain filling system of data related to drafting and surveying
- Creates and revise production drawings (sketches, details, assemblies, plans and profiles drawings).
- Coordinates with the design engineers in order to establish the modifications of drawings that were needed at site and transposed them into CAD drawings.
- Assist in evaluating and adjusting new design and detail drawings to ensure practical completion while adhering client standard for usage.

4.	P.T CAD Draftsman	NIC CONSULTANTS CO.	10 Jun 2009 – 28 Dec 2010
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Duties and Responsibilities:

- Follow drawings to complete, Structural and Building Works.
- Making shop drawings bar bending schedules in technical office. And then also follow these drawings on site to get perfect result.
- Follow Inspection and Test Plan for the Civil, Structural and Building Works and carries out the various stages Inspection and Tests.
- Preparing shop drawings of beams columns stairs slabs from schedules.

6.

CAD Draftsman

KARKON CONSTRUCTION COMPANY (P.V.T)
LTD.

01 Jun2008 – 09 Jan 2009

Duties and Responsibilities:

- Drawings developments of Architectural Plans (Floor Plans, Elevations & Details of Columns) and preparing of Civil Drawings such as Layout, Elevations Rooftop Layout, Site Layouts, Floor Plans, Layouts and Sections, Staircase Etc.
- Preparing the Architectural and Structural details drawings (includes walls, roof, slabs, ground beam, ceiling, wet areas, etc. as per the engineers' instructions.
- Preparing the details for frames and connections for steel structure as per the engineer's instructions.
- Preparing structural working drawings includes framing plans for all floors, foundation details, retaining wall, columns, beams, schedules, overhead tank, shear wall, water & septic tank underground structures inclusive spot details to highlighting the rebar's at critical sections under structural constraints as per the structural engineer instructions.
- Receiving the Survey Data from Surveyors includes Sokia, Leica ,Trimble Scr Card and other Surveys Equipment's
- Converting the Sdr, Scr, Dc files to AUTOCAD dxf&dwg files

Training courses

No.	Course name	Organizer/Institute	YEAR
1.	AutoCAD civil 3d	ACT/TWOZAN SURVEYS	2014
1.	ISO 9001:2008	BQC/TWOZAN SURVEYS	2014
2.	AutoCAD	Skill Development Council Govt.PAK	2007
3.	Advance Auto Cad	BRAVO INSTITUTE PESHAWAR	2010

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4.	Microstation	Skill Development Council Govt.PAK	2009
5.	Office Automation	Pabbi Institute of Technology	2004
6.	Osha(USA) -IOSH(UK) -IOSH (UK)Level 2	HARIS Institute Of Technology	2013
7.	Material Testing	HARIS Institute Of Technology	2013

Languages

No.	Language	Level		
		Speaking	Reading	Listening
1.	English	Excellent	Excellent	Excellent
2.	Arabic	Good	Good	Good
3.	Urdu	Excellent	Excellent	Excellent

Computer Skills

No.	Skills	Level		
		Beginner	Intermediate	Advanced
1.	Computer Application			X
2.	Microsoft Office			X
3.	Auto CAD			X
4.	Civil 3D			X
5.	TGO			X
6.	Micro station	X		
7.	Revit		X	