

Subject: Application for the post of AutoCAD Draught's man

Sir,

May I take this opportunity to introduce myself as **MUKARRAM SAEED SIDDIQUI** an AutoCAD Draughtsman. I am committed towards pursuing a challenging career and it is in this context, that I propose my candidature for the aforementioned post at your esteemed company.

It will be a privilege to abide by your protocols and render my services with absolute diligence, granted an opportunity.

Enclosed here with my complete career resume for your judicious appraisal

Thanking you,

Yours faithfully,

MUKARRAM SAEED SIDDIQUI

CURRICULAM-VITAE

Personal Data

Name : MUKARRAM SAEED SIDDIQUI
Nationality : Pakistani
Sex : Male
Marital Status : Single
Date of birth : 24th September 1986

Address

Flat no. 22, 6th Floor,
Bldg. no. 1813,
Street no. 114,
Block no.4, Farwaniya, Kuwait
Email: civil_draughtsman@yahoo.com
Tele Phone: +965-99317314 (Mob.)

Passport Details

Place of Issue : Kuwait
Date of Expiry : 22 Aug 2015
Date of Issue : 23 Aug 2010
Visa Status : Transferable, Article No 18.

Technical Qualification

Diploma of Professional **Civil Drafting** issued by **Soft Solutions College** Pakistan
Certificate Course in Graphics form Aptech Worldwide, Pakistan

Computer Skill

Operating system : Windows 7, Vista and XP
Packages : **AutoCAD- 2011, 2010,
2009, 2008, 2007 & 2004
AutoCAD Structural Detailing
2011 & 2010**

Work Experience

Present Employment

Organization	:	ALGHANIM International General Trading & Contracting Co
Organization activity	:	Execution of all kinds of Civil Construction works
Duration	:	From Feb. 2010 to till now
Designation	:	AutoCAD Draughtsman

Work Details and Responsibilities

The responsibilities includes,

Preparation of shop drawings for all **Utilities** coming under **Civil Structural** work
Presently working in **THE AVENUES** Phase III

Past Experience

Organization	:	WARA Construction Company Kuwait. K.S.C.C
Organization activity	:	Execution of all kinds of Civil Construction works
Duration	:	From May. 2009 to Feb 2010
Designation	:	AutoCAD Draughtsman

Work Details and Responsibilities

The responsibilities assigned were, preparation of shop drawings for Company's various civil projects. Preparation of structural layouts and for multi-storied buildings in AutoCAD

Organization	:	FIRST KUWAITI Trading & Contracting W.L.L. Kuwait
Organization activity	:	Execution of all kinds of Civil Construction works
Duration	:	From May. 2008 to April.2009
Designation	:	AutoCAD Draughtsman

Work Details and Responsibilities

The responsibilities assigned were, preparation of shop drawings for Company's various civil projects. Preparation of structural layouts and for multi-storied buildings in AutoCAD

Organization	:	MAC Consultants Kuwait.
Organization activity	:	Execution of all kinds of Civil Construction works
Duration	:	From July. 2007 to May.2008
Designation	:	AutoCAD Draughtsman

Work Details and Responsibilities

The responsibilities assigned were, preparation of shop drawings for Company's various civil projects. Preparation of structural layouts and for multi-storied buildings in AutoCAD

Projects I Work in Kuwait

- The Avenues Phase III
- United States Embassy (NEC) Africa, Indonesia, Saudi Arabia, Iraq
- Jaber Al-Abdallah Al-Jaber Al-Sabah International Tennis Complex Project
- Ministry of Public Works, Special Projects Administration Legal Advice
Legislation Headquarters Building Sharq
- Special Forces Facility Firdous
- Ruba Residential Complex Mahaboula
- Al-Shweikh Commercial Complex

Projects I Work in Oman

- Salalah Touristic and Commercial Complex Salalah Oman

Languages Known

English, Arabic (basic), Urdu

Hobbies

Learning to enhance programming & modeling skills in computer
Learning new computer technologies in market
Professional books reading

Professional Aim

To be prominent in the AutoCAD environment with the advance knowledge and professional working

Declaration

I hereby declare that all statements made in this document are true and complete to best of my knowledge and belief.

Yours Sincerely,

MUKARRAM SAEED SIDDIQUI