RAHIL RIYAZ

**Add:** H.No- 5, Street No. 2, Ghulam Mehboob Road,

Hathi Khana, Bhopal M.P (INDIA).

**Contact No:** 9644751518 (INDIA),

**:**

**Email:** rahilriyaz82@yahoo.co.in

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| OBJECTIVE |

To be engaged with an organization where my Civil AutoCAD skills can be applied as part of a dynamic team that will work towards the growth of the company and contribute my level at best to its success.

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| PROFESSIONAL EXPERIENCE | |
| **Name of Organization:** | VIKAS ASSOCIATES ENGINEERS AND ARCHITECT |
| Department | CIVIL AutoCAD |
| Duration: | 2008 JAN. To 2010 FEB. |
| Designation: | Draughtsman |
| Job Profile | Df  **I was responsible for CIVIL department including:**  s   * Draft new approved sketches at construction Site, Built drawings for clients and forward to finalize the approval . * Prepare Structural designs and execute them hence forth. * Prepare MEP Electrical designs as per specification and requirement. * Architectural designs and samples for luxurious Shops/Villas. * Preparation of wet area, Landscaping, false malfunctioning interiors, Kitchen details, Elevation, Wardrobe details etc. * Creating animated views and following up with clients requirement. * Detailed Theory of whole design before executing it to final step it is sent to client to cross check if any alteration required as per their project. |
| **Name of Organization:** | ASHRAY ENGINEER & ARCHITECT |
| Department/Posting | CIVIL AutoCAD |
| Duration: | April 2013 To Dec. 2015 |
| Designation: | Draughtsman/Supervision |
| Job Profile | Df  **I was responsible for CIVIL department including:**     * Calculate and find the difference of quantities between the drawings for the actual work which is supposed to be executed on Site as per requirement. * Keep a proper track of records and manage the additional changes of new drawing for clients. * Keeping an eye and having a detailed inspection of Site as per approved there of drawings and structures. * Supervising projects of Buildings and Villas. * Distribution of work to labors as per requirements. * Managing Man Power, site requirement periodically. |

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| EDUCATIONAL QUALIFICATION | | | |
| **Sr** | **Course/Class** | **College/Grade** | **Year of Completion** |
| 1 | 10th | Govt. Higher Sr. School Bhopal / 2nd | 2008 |
| 2 | Diploma in engineer(civil) | Emperial institute of management  science & research( Delhi) | 2010 to 2012 |

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| IT EXPERTISE | | | |
| **Sr** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | Ms Office Word/Excel | Excellent | Currently Using |
| 2 | Net surfing and downloading | Excellent | Currently Using |
| 3 | AutoCAD : Architectural designing, Engineering Drawings, Highway Drawings, Draughtsman Work | Fully Versed | Since 5 Years till present |
| 4 | Printing all Size A4/A3, Soft copies | Excellent | Currently Using |
| 5 | Email, Scanning, Printing, Fax | Excellent | Currently Using |
| 6 | Xp operating, Windows/Vista/2007 | Excellent | Currently Using |

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| LANGUAGES/ COMMUNICATION SKILLS | | | |
| **Language** | **Speak** | **Read** | **Write** |
| English | Excellent | Excellent | Excellent |
| Arabic | Average | Average | average |
| Urdu | Excellent | average | average |
| Hindi | Excellent | Excellent | Excellent |

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| PERSONALITY TRAITS |
| * Solid Communicator. * Strong problem solver. * Adaptive to any situation. * Ready to work in Shifts. * Confident and persistency of work. |

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| ACHIEVEMENTS |
| * Certified for Windows XP Fundamentals/ MS Office from S.C.I.T. COMPUTER EDUCATIONAL TRAINING CENTRE BHOPAL (M.P) INDIA. * Certified for completing AutoCAD from BRAIN CUMPUTER SOLUTIONS BHOPAL (M.P). INDIA. |

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| PERSONAL DETAILS | |
| **Name** | **RAHIL RIYAZ** |
| Fathers Name | Mr. RIYAZ RASHEED |
| Date of Birth | 01/01/1989 |
| Gender | Male |
| Marital Status | Single |
| Nationality/Religion | Indian/Muslim |
| Viza Status |  |

Note: Above mention is all true to the belief of my knowledge and trust.

RAHIL RIYAZ