ATTN:

The Administration / H.R. Manager

Dear Sir / Madam,

**Application for the post of CAD Draftsman**

I am writing to apply for the post of Auto CAD Draftsman

I am taking this opportunity of addressing this letter to you since I am seeking a position for a CAD Draftsman with a reputable company / organization. My career exhibits a record of achievements and significant contributions, which are detailed in the resume enclosed herewith.

I believe that I have the right qualification and I am confident that my **Four years (Two years in Gulf)**. Would be very useful and essential to make a role in any Companies. I would be delighted to meet to explore this opportunity further at your convenience.

I have attached my CV herewith.

Thanking you for your time and consideration.

Yours faithfully,

**S.Kavil Kumar**

**Mobile: +91 8110995167**

**Mail:** [**kavilkumar19@gmail.com**](mailto:kavilkumar19@gmail.com)

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**Total Experience: Four Years (Two years in Gulf)**

**AutoCAD Draftsman:**

**Objective:**

Seeking a challenging position in contracting organization as a Draftsman, I would like to utilize the experience which I obtained for the last **Four years (Two years in Gulf)**. It is a great pleasure & opportunity for me to extend my knowledge and provide my services to any organization which is seeking professionalism in the construction industry.

**CAREER SUMMARY:**

* Preparing Presentation Drawings in AutoCAD & Photoshop
* Preparing Drawings for Municipality approval
* Preparing Working/Shop Drawings
* Preparing Flooring Pattern in AutoCAD & Photoshop Preparing Detail Drawings:

• Detail of different parts of sections and elevations

• Swimming Pool Detail

• Bath and Kitchen Detail

• Staircase and Baluster Detail

• Boundary Wall Detail

• Roof Finishing Detail

• Reception and Bath Counter Detail

* Preparing Door and Window Schedule & Detail
* Preparing Landscape Drawings
* Preparing Cutting List & Quantity for Order Marble/Ceramic
* Preparing As Built Drawings

**DUTIES & RESPONSIBILITIES:**

* Working at Different Civil Buildings Projects (Villa).
* Working at Road Projects & Bridges Culvert’s and Drainages Projects.
* Working at Railway Projects.

**Working Experiences in Middle East (Gulf).**

**Period : From 2015 July to 2017 July**

**Position : Draftsman / Designer**

**Company :** [**Al Rasheed Trading & Contracting Co**](http://www.qataronlinedirectory.com/company-details/11946/Al-Rasheed-Trading-&-Contracting-Co)**-** **SAUDI ARABIA**

**Projects** : Makkah Development & Construction project -Wall Finishing, Floor

Finishing & Etc.

**Projects** : Ministry of Interior to IVRCL Infrastructure Projects-The project consist

more than 50 different types of buildings e.g. Urban Village, Shopping Centre,

Clinic, Mosque, Cultural Centre, Infantry and Arm training field, Explosive

stores, Electrical Substations etc.

**Projects** : Mall of Arabia in Riyadh- shopping mall, shops, hyper market, entertainment

area, and food court.

**Projects** : 6 major railway projects – passenger, freight and metro line

**Duties & Responsibilities of Working Period in Gulf:**

* Converts hand drawn plans and designs to precise and presentable Auto CAD files.
* Preparing Plan, Elevation, Cross Section and Details of Design.
* Preparing Drawings of Floor Finishing, Wall Finishing & Interior view.
* Edit and revise plans as instructed by the Drafting Manager.
* Convert and apply proper unit conversion for accurate presentation of legends.
* Collate old and new plan's data and revisions to update the Auto CAD files of the department.
* Review & revise all the drawings, Documents for approve & identify as "Master Copy" on all.
* Coordination with design Manager / Engineers and site Engineers.
* Work on converting hand drawn designs into Auto CAD files with the supervision of the head Drafter and Produce accurate and timely Auto CAD files.
* Follow standards and markers as required by the department.

**Working Experiences in India:**

**Period : From 2013 May to 2015 June**

**Position : Draftsman**

# Company : Kosmo Constructions- Tamilnadu, India

**Nature of job** : Responsible for preparing AutoCAD working drawings

such as plans, sections and elevations. Details of bathrooms & kitchen, flooring layout. Details for residential villas and apartment buildings. As well as municipal approval drawings.

**Education History and Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Institution** | **Year of Passing** | **Pass**  **Percentage** |
| **B.E-**  **[Electronics and Instrumentation]**  **12th**  **(state board)**  **10th**  **(state board)** | Kamaraj College of Engineering and Technology, Virudhunagar.    Goverment Higher Secondary School,  Manapparai.  Goverment Higher Secondary School,  Saptur. | 2009-13    2007-09  2005-07 | 74.7  (First Class)  83.5  80.8 |

**Other Certificates:**

* **6 Months Course** - Course on AutoCAD 2D (CADD Centre,Tamilnadu)-2015
* **3Days Course** - LabVIEW Corel(Kamaraj College Of Eng&Technology,Tamilnadu)-2012
* **2 Months Course -** M.S Office-Word, Excel and PowerPoint(I Net Computer Education)-2007
* **Yoga, Sports and Educational** Certificates etc.

**Computer Skills:-**

* Operating System : Windows 98, 2000, XP, Windows 07 , 8.
* Drafting Software : AutoCAD Operating All Version.
* Microsoft Office : MS Word, MS Excel, MS PowerPoint
* Graphic Software : Adobe Photoshop, MS-Paint
* Windows And Software installation and system Troubleshooting
* Excellent skills in precise measurement and units' conversion,
* Extra Knowledge in ERP Software, Stock Maintain and Quality Standards.

**Strength:**

 Innovative and self-confidence

* Ability to learn new technology quickly
* Having intellectual thoughts and ideas with good working nature
* Excellent Team Player
* Excellent Organizational Skills
* Highly organized with great attention to details
* Goal-oriented individual with leadership abilities
* Excellent Skills in Communication and Collaboration

**Personal Characteristic:**

* Hard working, enduring long hours under pressure.
* Enjoying the profession through the job satisfaction.
* Taking tasks and completion on time.
* Reliable and flexible.
* Self-starter and quick learner.

**Languages:**

* English : Excellent(Read, Write And Speak)
* Arabic : Good(Speak and writing numbers)
* Tamil : Native Language(Read, Write And Speak)

**PERSONAL PROFILE:**

* Name :S.Kavil Kumar
* Father’s Name :N.Sekar
* Date of Birth :26-04-1992
* Religion :Hindu
* Nationality :Indian
* Marital Status: :Single
* Passport No :M3872195
* Passport Expiry date :20-11-2024
* Permanent Address :Guru Nagar,Vagaikulam Road,Manapparai-621306,

Tiruchirappalli, Tamilnadu-India

**Activities:**

Playing Cricket&Volleyball, Solving Puzzles

**DECLARATION:**

I hereby declare that the above mentioned statements are correct to the best of my knowledge and belief. I hope that my qualifications and knowledge in line with your requirements. If selected, I assure you to my sincere and devoted service.

Yours Sincerely,

**(**S.Kavil Kumar)

 **References Available Upon If It Is Required.**