



## CONTACT

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## TECHNICAL & SOFT SKILLS

- ❖ AutoCAD
- ❖ MS Office
- ❖ Adobe Illustrator
- ❖ Adobe Photoshop
- ❖ Sketchup
- ❖ Revit
- ❖ 3ds Max
- ❖ As Built Drawings
- ❖ Civil Bill Verification



## LANGUAGES

- ❖ English: Basic
- ❖ Urdu: Fluent

# MUHAMMAD HUZAIFA

Draftsman | Supervisor | Support Officer

## PROFILE

As an accomplished Civil Supervisor with extensive experience as a Supervisor and AutoCAD Draftsman, I have contributed my expertise to various engineering sectors. My career began with a role involving the supervision of multiple construction sites with diligence. Subsequently, I honed my skills in creating detailed interior drawings and planning innovative designs. My capabilities further expanded within the B.O.Q. department, focusing on the meticulous preparation of contractor bills and efficient vendor management. Throughout my career, I have been instrumental in driving successful project completions by overseeing financial approvals and managing critical aspects of architectural projects. My goal is to gain proficiency in 3ds Max and Revit after mastering AutoCAD drafting. Currently, I have a basic understanding of both and am committed to further developing my skills in these areas.

## EDUCATION

### DIPLOMA OF ASSOCIATE ENGINEERING – CIVIL

Govt College of Technology – Bhakkar 2018

### MATRIC – COMPUTER SCIENCE

Govt. Model High School – Bhakkar 2015

## WORK EXPERIENCE

### DRAFTSMAN & SUPPORT OFFICER

Habib Bank Limited – Karachi

Feb 2020 – Mar 2024

Contract Under below mentioned companies.  
AAA Facility Management  
WEMCO Engineering.  
New Khan Company.

### Responsibilities

#### Drafting and AutoCAD Operator Work.

- Created detailed technical drawings and plans using AutoCAD, ensuring precision and adherence to project specifications.
- Collaborated with engineers and architects to review and modify designs, incorporating feedback to improve accuracy and functionality.
- Managed and organized drawing files, maintaining an up-to-date and easily accessible digital archive.

### **Contractor Bill Verification.**

- Verified and processed contractor bills, ensuring all charges were accurate and in line with contractual agreements.
- Conducted thorough reviews of work completed against billed amounts, identifying discrepancies and resolving billing issues.
- Maintained detailed records of all transactions, communications, and verifications, ensuring transparency and accountability.

### **Renovation Execution**

- Supervised and managed renovation projects from initial planning stages through to completion, ensuring all work met quality standards.
- Coordinated with various stakeholders, including contractors, suppliers, and clients, to ensure timely and within-budget project delivery.
- Conducted regular site inspections to monitor progress, address issues, and ensure compliance with safety regulations and project specifications.

### **Preparation of Civil BOQ (Bill of Quantities)**

- Prepared detailed Bills of Quantities for various civil engineering projects, outlining all materials, labor, and equipment required.
- Conducted thorough quantity take-offs and cost estimations, supporting project budgeting and financial planning.
- Collaborated with project managers and engineers to ensure BOQs were comprehensive and aligned with project requirements.

## **DRAFTSMAN**

*Design 19 Pvt Ltd – Karachi*

**Jan 2019 – Dec 2019**

### **Responsibilities**

#### **House Measurements and Custom Furniture Design.**

- Conducted precise measurements of residential properties to gather accurate data for design projects.
- Utilized AutoCAD to create customized furniture designs, ensuring they fit perfectly within the measured spaces.
- Redesigned interior layouts to incorporate custom furniture, enhancing functionality and aesthetic appeal.
- Collaborated with clients to understand their needs and preferences, translating them into practical and stylish design solutions.
- Managed multiple projects simultaneously, ensuring timely delivery and high-quality results.

## **CIVIL SITE SUPERVISOR**

*The Engineers and Constructors.* **Jul 2018 – Dec 2018**

### **Responsibilities**

#### **Site Supervisor**

- Supervised construction sites, ensuring all work was completed according to project plans and specifications.
- Coordinated with contractors, subcontractors, and suppliers to ensure timely delivery of materials and smooth workflow.
- Conducted regular site inspections to monitor progress, address issues, and ensure compliance with safety regulations.
- Managed on-site labor, assigning tasks and providing guidance to ensure efficient and high-quality work.
- Maintained detailed daily logs and reports, documenting project progress, issues, and resolutions.