

CURRICULUM VITAE



MINHAJ RAJAK

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Permanent Address:

Vill+Post-sandh, P.S- Sirdala,
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Personal Information:

Sex : Male
Nationality : Indian
Marital Status : Married
DOB : 27/06/1995

Passport Details:

Passport No : P3159826
Date of Issue : 20/01/2017
Date of Expiry : 19/01/2027
Place of Issue : PATNA

Languages Known:

- ENGLISH
- HINDI
- URDU
- MAGAHI

OBJECTIVE:

To Work in a Firm with a Professional work driven environment, where I can utilize and apply my knowledge, skills which would enable as a Graduate to Grow While Fulfilling Organizational Goals.

QUALIFICATION:

An adaptable and resourceful Draughtsman who have over 4 years of experience including 3 years in UAE having wide level of general responsibility in project based all the Drawings of the projects. Experienced steel structure.

PROFESSIONAL EXPERIENCE:

- ❖ Worked as Draughtsman at Beaver Gulf, Dragon ENG.FZCO Dubai, UAE. (Steel Structure).
- ❖ Worked Draughtsman & store keeper with Cool Air system, Mumbai.
- ❖ Worked AutoCAD instructor with Atulya Computer institute, Gaya Bihar.

ROLES AND RESPONSIBILITIES:

- ❖ Currently Working as, steel structural Draughtsman with dragon Eng.FZCO, Structural steel division, **(Beaver Gulf Group)**, Jafza, Dubai. From April – 2018 To Present.

Role: Draughtsman

- To Prepare General Arrangement Drawing or Shop drawing from IFC Drawing (Contract Drawing) And Rough Sketch created by Designer.
- Prepare fabrication drawing from Approved General Arrangements Drawings.
- Prepare materials BOM for Fabrication drawing.
- Meeting with designers, and engineers to discuss design ideas.
- Developing product designs from sketch.
- Presenting rough design drafts for client approval.
- Finalizing AutoCAD models for DM approval.
- Completing job reports.
- Coordinates with the Lead Structural Engineer on job phases, activities, and schedules with the assignment of each job.
- Works closely with the project managers and engineering/design department, using Autodesk AutoCAD and Inventor 2D files, 3D files and rough sketches to create structural details and layout drawings per engineer instructions and concepts.
- Prepare as built drawing.

- ❖ Worked as, Draughtsman & store keeper with **Cool Air system**, Jogeshwari East Mumbai. From March 2017 to Jan 2018.

Role: Draughtsman & Store keeper.

- Preparing both rough sketches and detailed work with CADD systems.
- Creating accurate CAD drawings from hand sketches, verbal instructions, and site visits.
- Creating and continually updating project drawings lists.
- Printing various formats of drawing sets for project managers and site superintendents.
- Exhaustively reviewing and checking sketches and drawings for errors, before being sent to architects, main contractors.
- Coordinate project with main contractor and site.
- Coordinate with site workers.
- Keep a record of sales and restock the store accordingly.
- Ensure that the store is kept clean and organized.
- Ensure that the store is kept clean and organized.
- Receive, unload, and shelf supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

- ❖ Worked as, AutoCAD instructor, With **Atulya computer institute** Bistar tank Gaya. From June 2016 to January 2017.

Role: AutoCAD instructor.

- Take attendance regularly and submit absences promptly to the academic coordinators.
- Maintain academic standards.
- Acquire feedback to determine whether students understand each segment of the course before proceeding.
- Prepare final grades on time and submit promptly.

PROJECTS INVOLVED

- ADNOC (ADNOC Filing Station UAE).
- Katterra (Saudi).
- Kick of Building (Dubai UAE).
- ICD-Deira Water Front Development (Dubai UAE).
- De La Mer (Dubai UAE).
- Sur La Mer (Dubai UAE).
- Kanika Tower Mumbai.
- Lodha World One Mumbai.
- BGPC Development (Dubai UAE).
- Green View (Dubai UAE).
- G+1 Safi super Mall (Dubai UAE).
- ENOC (ENOC Filing Station UAE).
- Mudon Development Arabella 3 (Dubai UAE).
- TP5-Al Barsha Development (Dubai UAE).
- Al Muteena Mixed Used Development (Dubai UAE).

ACADEMIC QUALIFICATION:

- ❖ **DIPLOMA IN DESIGN DRAFTING - (2016)**
From E-Media Institute (Nawada) Bihar.
- ❖ **ADVANCE DIPLOMA IN COMPUTER APPLICATION - (2016)**
From E-Media Institute (Nawada) Bihar.
- ❖ **H.SC (2011 - 2013)**
From Bihar Secondary Education Board Patna.
- ❖ **S.S.C (2009)**
From Bihar Secondary Education Board Patna.

COMPUTER SKILL:

- ❖ **AUTOCAD** (From 2007 To 2022 Version)
- ❖ **G STAR CAD**
- ❖ **MS OFFICE**
- ❖ **OUTLOOK**

DECLARATION:

I hereby declare that all the details given are true and known to my knowledge.

MINHAJ RAJAK