

# 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



## 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.

## PROFESSIONAL EXPERIENCE

<b>Name of Organization:</b>	VIKAS ASSOCIATES ENGINEERS AND ARCHITECT
Department	CIVIL AutoCAD
Duration:	2008 JAN. To 2010 FEB.
Designation:	Draughtsman
Job Profile	<p><b><u>I was responsible for CIVIL department including:</u></b></p> <ul style="list-style-type: none"><li>✓ Draft new approved sketches at construction Site, Built drawings for clients and forward to finalize the approval .</li><li>✓ Prepare Structural designs and execute them hence forth.</li><li>✓ Prepare MEP Electrical designs as per specification and requirement.</li><li>✓ Architectural designs and samples for luxurious Shops/Villas.</li><li>✓ Preparation of wet area, Landscaping, false malfunctioning interiors, Kitchen details, Elevation, Wardrobe details etc.</li><li>✓ Creating animated views and following up with clients requirement.</li><li>✓ 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.</li></ul>
<b>Name of Organization:</b>	ASHRAY ENGINEER & ARCHITECT
Department/Posting	CIVIL AutoCAD
Duration:	April 2013 To Dec. 2015
Designation:	Draughtsman/Supervision
Job Profile	<p><b><u>I was responsible for CIVIL department including:</u></b></p> <ul style="list-style-type: none"><li>✓ 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.</li><li>✓ Keep a proper track of records and manage the additional changes of new drawing for clients.</li><li>✓ Keeping an eye and having a detailed inspection of Site as per approved there of drawings and structures.</li><li>✓ Supervising projects of Buildings and Villas.</li><li>✓ Distribution of work to labors as per requirements.</li><li>✓ Managing Man Power, site requirement periodically.</li></ul>

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

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

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

PERSONALITY TRAITS	
<ul style="list-style-type: none"> <li>➤ Solid Communicator.</li> <li>➤ Strong problem solver.</li> <li>➤ Adaptive to any situation.</li> <li>➤ Ready to work in Shifts.</li> <li>➤ Confident and persistency of work.</li> </ul>	

ACHIEVEMENTS	
<ul style="list-style-type: none"> <li>➤ Certified for Windows XP Fundamentals/ MS Office from S.C.I.T. COMPUTER EDUCATIONAL TRAINING CENTRE BHOPAL (M.P) INDIA.</li> <li>➤ Certified for completing AutoCAD from BRAIN CUMPUTER SOLUTIONS BHOPAL (M.P). INDIA.</li> </ul>	

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