

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

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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- 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]	Kamaraj College of Engineering and Technology, Virudhunagar.	2009-13	74.7 (First Class)
12th (state board)	Goverment Higher Secondary School, Manapparai.	2007-09	83.5
10th (state board)	Goverment Higher Secondary School, Saptur.	2005-07	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.**