

CURRICULUM VITAE

CONTACT ADDRESS:

MOHAMMED HALEEM

AutoCad Draftsman (HVAC & CIVIL)

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Applying for Position : AutoCAD Draftsman

CAREER OBJECTIVE:

To grow along with the company in the field of planning related to Civil/Mechanical/Electrical/Telecommunication Engineering.

I would like to associate myself with an organization, which has ample scope for growth. This would enable me to utilize all my skills and abilities to the maximum extent and thereby contribute to the goals of the organization.

WORK PROFILE:

A dedicated **HVAC** Professional AutoCAD Draftsman with **15 + years** of rich Experience in **Kingdom of Saudi Arabia** in Civil & HVAC drafting, Duct design as per SMACNA & ASHRAE standards.

Worked on AutoCAD, Duct designing, Preparing Civil & HVAC drawings. Fully familiar with drafting practice such as Plans, Elevations, Sections, details, schedules and As-Built drawings etc. worked on all kinds of drawings.

PROFESSIONAL EXPERIENCE: 15+ YEARS EXPERIENCE IN KINGDOM OF SAUDI ARABIA

- 1) Organization : Al-Asriya Contracting Est. **Riyadh, Saudi Arabia**
Designation : AutoCAD Draftsman (Civil & HVAC) cum Executive Secretary
Duration : From October 2002 to April 2008.
Responsibilities : Preparation of HVAC and Civil drawings, co-ordination drawings, Details drawings, Preparation of Quotations, Correspondence Letters, Preparing Submittals, Payment certificates, purchase orders etc..
- 2) Organization : Modern Contracting Co. (**HVAC & Electro Mechanics**) **Riyadh, Saudi Arabia.**
Designation : Senior AutoCAD Draftsman (HVAC) & Designing
Duration : From May 2008 to September 2018.

JOB RESPONSIBILITIES:

- Preparing Shop drawings like Civil, HVAC, and Plumbing worked on AutoCAD (Version. 2000 to 2016).
- Preparing Civil drawings, HVAC System, Ventilation System Shop drawings, Details of plans, Elevations, Section details, Schedules, Ceiling Layouts and As-Built drawings.
- Preparing co-ordination drawings for all MEP Services.
- Preparing of duct layout from Single Line diagram conceptual sketches & Engineering.
- Preparing schedules for the Fan Coil A/C Units, Air Handling Units, Package A/C Units, Chillers, Exhaust Fans
- Specifying the material for ducts and their size according to SMACNA standard.
- Calculating Duct Size by using of McQuay DuctSizer.
- Calculating Air terminals as per ASHRAE standards.
- Modification and Co-ordination of all workings required.
- Attending the meetings with concerned Engineers to evaluate the overall progress.
- Guiding Workmen in HVAC Fields.
- Preparing HVAC BOQs, Reports and Calculating Ducting in Linear meter, Square Meter & Kilograms.

PROJECTS HANDLED IN SAUDI ARABIA:

1. Taif University Hospital – Taif. (AHU & Chilled Water System)
2. Science College Building - Arar (AHU & Chilled Water System)
3. Society College Building - Aflaj (AHU & Chilled Water System)
4. College of Education - Dammam University (AHU & Chilled Water System)
5. Al-Jouf Rehabilitation Center - Al-Jouf (Ducted Concealed, Package System)
6. Al-Nakhla Compound (700 Villas) (AHU, Ducted Concealed, Package System)
7. Diplomatic Quarters - Athlah Villas - Riyadh (Package System)
8. Al-Rabia Community Center (Ducted Concealed System)
9. Girls Technical Colleges – Tabuk (FCU & Chilled Water System)
10. Public Pension Agency – Riyadh (AHU & Chilled Water System)
11. Ministry of Higher Education – Riyadh (AHU & Chilled Water System)
12. Geant Mall – Al-Kharj (Package, AHU & Chilled Water System)
13. Al-Jazeera Super Market – Riyadh (Package System)
14. Al-Rajhi Banks & Saudi Investment Banks (Ducted Concealed & Package System)
15. Al-Rabih Hotel 3057 – Madinah (FCU & Chilled Water System)
16. Al-Aziziah & Al-Naseem Sub Stations – Riyadh (Package System)
17. Al-Shoqiyah & Al-Taneim Sub Stations – Makkah (Package System)
18. Sanad Hospital & Eye Hospital – (Packaged System)
19. Riyadh Schools & Toyota Showrooms. (Ducted Concealed & Package System)

20. Hail Tourism & Antiquities - Hail (FCU & Chilled Water System)

(Commercial Buildings, Residential Villas, Rest Houses and many more projects)

ACADEMIC QUALIFICATIONS:

- Bachelor of Commerce (B.Com.) from A.P. India.
- S.S.C. from Board of Secondary Education from A.P. India.

TECHNICAL QUALIFICATIONS:

- Diploma in AutoCAD Drafting Course from Indo British Academy, A.P. India.
- Diploma in Type Writing Lower & Higher Grade (English & Telugu)
- Diploma in Computer Applications (MS-Office)

COMPUTER EXPOSURE:

- Ms Word, Ms Excel & Ms Power Point, Adobe Reader
- MS-Dos, MS-Windows XP /Windows 7 & 8 /Windows 10

PERSONAL PROFILE:

Name	:	Mohammed Haleem
Date of Birth	:	10th June 1977
Gender	:	Male
Nationality	:	Indian
Religion	:	Muslim
Marital Status	:	Married
Languages known	:	English, Hindi, Arabic, Telugu & Urdu
Driving License	:	Valid Indian driving license

In the interest of securing employment in your well-known organization, I am herewith submitting my resume exposing my challenging professional career; it will be highly appreciated to serve your organization.

I appreciate your time and consideration, hoping for your favorable reply.

DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Yours Sincerely,

(MOHAMMED HALEEM)