CURRICULUM VITAE

**AKHLAQUE RAZA**

AKBAR NAGAR, BIHAR, INDIA

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**POST APPLIED FOR QUANTITY SURVEYOR (Invoicing)**

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**PROFESSIONAL SYNOPSIS**

To work with an organization where I can prove my abilities. My aim is to grow with the company and contribute to fullest on my part in the achievement of organization goals.

**CAREER**

* Company Name : **Gwaem Precast Concrete Riyadh, Saudi Arabia**

Company Activity : Construction & Real State Division

Designation : Quantity Surveyor cum Draftsman

**RESPONSIBILITIES ARE**

* Coordinating with Design & Construction team
* Managing data in soft copy and hard copy.
* Responsible for all report and update day by day
* Responsible for daily report as well as monthly report.
* Responsible for preparation of bills for extra works.
* Responsible for prepare weekly progress report of all projects and submitted to client
* Responsible for preparation of monthly invoice to the client, making monthly summary of elements.
* Preparing detailed shop drawings for client’s consultant approval, developing from architectural drawings.
* Responsible for preparing monthly revenue, preparing monthly quantity and making monthly invoices and submitted to client.
* To check the design specification, prepare complete design & shop drawings as per standards, codes and section details as per approved material submittal.
* Visiting site to take necessary dimensions drawing as per site.
* Draw the time schedule as Engineer require.
* Preparation transmittal for document submission.
* Company Name : **Larsen & Toubro Mumbai, India**

Company Activity : Construction & Infrastructure

Designation : AutoCAD Operator

**RESPONSIBILITIES ARE**

* Preparing detailed shop drawings for client’s consultant approval, developing from architectural drawings.
* Visiting site to take necessary dimensions drawing as per site.
* Draw the time schedule as Engineer require.
* Developed CAD drafts based on project design requirements.
* Preparation transmittal for document submission.
* Company Name : **B.G. Shirke Construction Pvt. Ltd. & Sinha Associates**

Company Activity : Construction & Infrastructure

Designation : AutoCAD Operator

**RESPONSIBILITIES ARE**

* Preparing detailed shop drawings for client’s consultant approval, developing from architectural drawings.
* To check the design specification, prepare complete design & shop drawings as per standards, codes and section details as per approved material submittal.
* To Prepare Coordination drawings, composite layouts.
* To prepare as built drawings for Architectural.

**SUMMRY**

I Have. 10 years Experiences Especially In Civil Project O7 Years In India In AutoCAD Operator & Approx. 03 Years In Saudi Arabia as a Quantity Surveyor, Maintenance and Construction Works In Oil & Gas In India & Gulf.

**PROFICIENT QUALIFICATION**

* Successfully completed **DIPLOMA IN CIVIL ENGINEERING** at P M College of Engineering Sonepat, Haryana, India
* Successfully completed **DIPLOMA IN AUTOCAD (2D & 3D)** at Florence Polytechnic, Pitampura New Delhi, India.
* Successfully completed **ADVANCE** **DIPLOMA IN COMPUTER APPLICATION** at Crescent Computer Bettiah, Bihar India.

**EDUCATIONAL QUALIFICATION**

* **Diploma Engineering from** HSBTE, HARYANA (Civil Stream)
* **HSC from** BIEC PATNA, BIHAR
* **SSC from** BSEB PATNA, BIHAR

**KEY STRENGHTHS AND SKILLS**

* AutoCAD, Page Maker, Photoshop, Coral Draw
* Well Conversed with MS Word, Excel, Power Point, Access, Outlook, Internet Browsing etc.

**PERSONAL INFORMATION**

* Name : Akhlaque Raza
* Date of Birth : 4th May 1987
* Sex : Male
* Marital status : Married
* Nationality : Indian
* Passport No : N2877756
* Old passport number **:** F8854477
* Passport Status : ECNR
* Date of Expiry **:** 06/09/2025
* Driving License Number : BR-2220110011315
* Date of Expiry : 26-07-2031
* Language known : English , Arabic , Urdu & Regional Language
* Hobbies : Internet Surfing, Badminton, Cricket.

**Declaration:**

**I, am Akhlaque Raza, hereby declare that the above-mentioned details are true to the best of my knowledge and belief.**

**Date: Signature:**

**Place: SAUDI ARABI - RIYADH AKHLAQUE RAZA**