

From,

Jojo George
Flat-12, Building-1138
Road -3020, Zinj-330
Kingdome of Bahrain



Contact Tel. : 00973 39240559

To,

The Personal Manager

Sub: - Application for the post of Autocad Draughtsman

Dear Sir,

I am an Auto CAD Draughtsman, currently employed in Bahrain. I here by enclosed my curriculum vitae for your kind review.

At present I am working with Panorama Contracting & Engineering Services. I have been worked with major Engineering firms and Construction Companies at Middle East. I have good knowledge of computer packages in nature especially in Pumping station, pipeline projects, GST, ESR, Buffer tanks, marine and dredging.

I have been involved in major project in Bahrain like Khalifa Bin Salman port at Hidd, Durrat Al Bahrain, Darari project, Durrat Marina, Diyar Al Muharraq and various pumping stations in Bahrain like Hamad town, Al Dur, & Samahij I have gained fruitful experience during my employment with my various companies

Kindly request yourself to provide me with opportunities to work in your esteemed organization depending upon the existing vacancy with yourself.

Yours Faithfully,

Jojo George

CURRICULUM VITAE

PERSONAL PROFILE

Name in full : **Jojo George**
Age & Date of Birth : 49 years, 16th Dec.1971
Present Address : Flat-12, Building-1138,
Road # 3020, Zinj-330
Kingdom of Bahrain.
E-mail address : jojoidukki@hotmail.com
Contact Telephone : **(00973) 39240559**
Nationality : Indian
Marital Status : Married

ACADEMIC QUALIFICATIONS:

Degree/Diploma	Name of School/ College	Name of University/ Institution
a) S.S.L.C	St. Mary's High School Mariyapuram, Idukki Dist., Kerala.	Board of Examinations by Government of Kerala India.
b) P.D.C (+2)	St.Joseph's College, Idukki, Kerala, India.	Gandhi University

TECHNICAL QUALIFICATIONS:

a) Diploma in Draughtsman : Nave Technical Institute Shahjahanpur,
UP. India
b) Autocad : Don Bosco Technical Institute
New Delhi,
c) Apprentice Draughtsman : Escorts Ltd. Faridabad, Haryana
India

CAREER SUMMARY

LATEST EMPLOYMENT

: Since 2010 October
: Panorama Contracting and Engineering Service
Juffair - Kingdom of Bahrain

Nature of works : Preparing layouts of Pipe line route, Pumping
stations, GST, & ESR. Trial hole details, Traffic
diversion plans, Road crossing details, Cross
sections, Pipe line profiles, Valve chamber
details, Thrust block details, Line anchor details,
Structural details, Mechanical and civil drawings

for pumping stations, Detailed drawings for GST & ESR. MEP Drawings of Buildings, Preparing shop drawings for approval and Asbuilt drawings for final submission. Co-ordination with subcontractors, site Engineers and Supervisors.

PREVIOUS EMPLOYMENT- 1

The Organization : Escorts Ltd. Faridabad, Haryana India
Period of Service : 1991 – 1992
Position : Draughtsman
Job Responsibilities : Preparation of components drawings (Crank shafts & Gears)

PREVIOUS EMPLOYMENT -2

The Organization : Inventa Projects Pvt. Ltd
Period of service : 2 years
Position held : Draughtsman
Job Responsibilities : Preparation of drawings for Compressor, Air Dryer & Chilling units, P&I diagrams, Plant layouts & Fabrication Drawings.

PREVIOUS EMPLOYMENT- 3

The Organization : Unitech Machines Ltd. New Delhi.
Period of Service : 17 Months
Position held : Autocad Draughtsman
Job Responsibilities : Preparation of drawings for Fire fighting systems, P&I diagrams, Plant layouts, Fabrication Drawings and taking bill of materials.

PREVIOUS EMPLOYMENT- 4

The Organization : Macawber Beekay Ltd.
(An Indo British joint venture)
New Delhi
Period of Service : 1 year
Position held : Design Assistant.
Job Responsibilities : Preparation of drawings for Ash Conveying systems, P&I diagrams, Plant layouts, Fabrication Drawings and taking bill of materials.

PREVIOUS EMPLOYMENT- 5

The Organization : Degremont India Ltd.
(An Indo French joint venture)
New Delhi
Period of Service : 16 Months
Position held : Autocad Draughtsman

Job Responsibilities : Preparation of drawings for Water, Waste water, Industrial Waste water & Sewage treatment plants, P&I diagrams, Plant layouts, Fabrication Drawings, Civil work drawing and taking bill of materials.

PREVIOUS EMPLOYMENT -6

The Organization : Riyadh Furniture Ltd.
Riyadh. KSA

Period of Service : 2 Years

Position held : Autocad Draughtsman

Job Responsibilities : Preparation of Furniture drawings for Office and Houses, Auditorium sittings and Play ground equipments.

PREVIOUS EMPLOYMENT -7

The Organization : Al Darwish Company
Doha. Qatar

Period of Service : 1 Year

Position held : Autocad Draughtsman

Job Responsibilities : Preparation of Cladding drawings for Buildings, Fabrication details and bill of quantities.

PREVIOUS EMPLOYMENT- 8

The Organization : **Great Lakes Dredge and Dock Co. Bahrain**, Head Office Oak Brook, USA. An ISO 9002 certified American Multi-national company and a World Leader in Dredging, Marine & Reclamation works around the Globe.

Period of Service : 2001 - 2010

Position : Sr. Auto Cad Draughtsman

Job Responsibilities : Preparation of Layouts, Cross sections, Batmaps (Hydrographic & Land), Profiles of Boreholes bases of the Lab & Geotechnical datas, CPT, Vibrocores, Official drawings and as built drawings for Submission, Sequence drawings of the project, Volume and Area Calculation drawings, Proposing of boreholes and viborcores, Tender drawings for new projects, Control sections, Piping Layouts for Dredging & Reclamation, Navigation charts for Dredges, Survey vessels and Barges with admiralty chart and Google earth images, Daily cut charts, Weekly & Monthly reports
Quay wall drawings for ports, Brake water & Rock protection & Bund drawings & All kind of Mechanical & civil drawings related to the Dredging field.

Computer package : Auto Cad 2014, 2016, MS office, Word, Excel, & Micro station, Photoshop, Adobe,

& Window Commander

Personal Qualities

- Self-Motivated, ability to work independently
- Professional approach to assigned works
- Verbal communication skills
- Ability to work under pressure
- Possessing a valid **Bahrain Driving License** issued by the Traffic Directorate, Kingdom of Bahrain.

Passport Details

Passport Number : K 7438311
Place of Issue : Bahrain
Date of Issue : 21/01/2013
Date of Expiry : 20/01/2023