

# WAQAR MANZOOR

CAD DRAFTSMAN (Architectural & Joinery)

Riyadh, KSA. 00966 57 1447511

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## Aims And Objectives

**EIGHT 08 YEAR PROFESSIONAL WORKING EXPERIENCE** Detail-oriented Architectural & Joinery Draftsman experience delivering high-quality shop drawings for interior fit-out and joinery projects in Pakistan and Saudi Arabia. Highly skilled in AutoCAD, Revit, and 3D visualization tools, with strong expertise in joinery detailing, material selection, and production coordination. Proven ability to manage drawing approvals, coordinate with consultants and site teams, and ensure compliance with project specifications and GCC standards.

## Technical Expertise

- |                     |                        |                             |                       |
|---------------------|------------------------|-----------------------------|-----------------------|
| ◆ Shop Drawings     | ◆ Detailed Joinery     | ◆ Architectural Drafting    | ◆ Furniture Detailing |
| ◆ Fit-Out Drawings  | ◆ Cutting Lists        | ◆ Site Measurement          | ◆ Production Drawings |
| ◆ As-Built Drawings | ◆ MEP Coordination     | ◆ Kitchen Cabinet           | ◆ Cladding            |
| ◆ Vanity & Wardrobe | ◆ Floor & Ceiling      | ◆ Mock-Up Drawings          | ◆ General Plans       |
| ◆ RCP               | ◆ Material of Quantity | ◆ Technical Problem Solving | ◆ RFI                 |

## Professional Working Experience

**Absal Paul Contracting Riyadh, Saudi Arabia.**

**July 2023 Present**

**DRAFTSMAN (ARCHITECTURAL & JOINERY)**

Acquired solid professional skills in aspects of monitoring and administering. Delivered services for projects such as

- Riyad Bank Head Quarter Riyadh, Saudi Arabia.
- SRMG (Saudi Research And Media Group, Kafd ) Riyadh, Saudi Arabia.
- DNEC (Duwayhin Nuclear Energy Company) Riyadh, Saudi Arabia.
- DDC (W-Hotel ) Alula, Saudi Arabia.
- SPPC (Saudi Power Procurement Company) Riyadh, Saudi Arabia.
- Misk City Riyadh, Saudi Arabia.
- Wadisafar-Oberoi Hotel Riyadh, Saudi Arabia.

## Duties And Responsibilities:

- Working independently on a given task
- Prepare detailed shop drawings for all joinery works including kitchens, wardrobes, cabinets, vanities, doors, wall paneling, and custom furniture. Coordinate with architectural, structural, and MEP drawings to ensure clash-free execution.
- Interpret architectural, interior, and tender drawings to develop accurate fabrication details. Generate cutting lists, BOQs, and material take-offs for factory production.
- Coordinate with architects, consultants, and site engineers to ensure design intent is fully achieved. Develop detailed sections, fixing details, and hardware specifications.
- Develop 2D technical drawings and 3D models using AutoCAD, Revit, and SketchUp. Ensure compliance with Saudi standards and project specifications.
- Prepare cutting lists, material take-offs, and BOQs for production and procurement teams.
- Ensure all drawings comply with project specifications, IFC drawings, and GCC standards.
- Revise drawings based on consultant comments, site conditions, and client requirements.
- Coordinate with MEP, structural, and architectural teams to resolve clashes and design conflicts.
- Prepare detailed joinery sections, fixing details, edge banding, and assembly drawings.
- Conduct site visits and measurements to verify dimensions before fabrication.

- Liaise with factory/workshop teams to ensure correct interpretation of drawings.
- Ensure proper drawing control, revision tracking, and document management.
- Prepare as-built drawings after project completion for handover documentation.
- Follow up on consultant approvals and submission schedules to meet project deadlines
- Coordinate with suppliers for hardware, fittings, and finishing materials selection
- Ensure smooth execution from design stage to site installation stage.
- Manage multiple projects simultaneously under tight deadlines.

### **Habib Contractors Lahore, Pakistan.**

**Feb 2018– July 2023**

#### **DRAFTSMAN (ARCHITECTURAL & JOINERY)**

Acquired solid professional skills in aspects of monitoring and administering. Delivered services for projects such as

- Crescent Cambridge University Lahore, Pakistan.
- Crescent Model School & Collage Lahore, Pakistan.
- Pak Arab Housing Scheme Lahore, Pakistan.

#### **Duties And Responsibilities:**

- Prepared detailed shop drawings for joinery works including doors, wardrobes, cabinets, kitchens, and interior fit-out elements. Created proposals and presented designs to clients.
- Developed accurate 2D CAD drawings and layout plans based on architectural and interior design requirements.
- Assisted in preparing basic 3D models and presentation drawings when required.
- Updated and revised drawings based on client feedback, senior draftsman instructions, and design changes.
- Prepared cutting lists and material quantity take-offs for workshop production.
- Review design drawings and raising RFI'S for any missing information.
- Checked and verified site measurements before finalizing fabrication drawings.
- Preparing As built drawings for consultant approval.
- Revision of drawings under the engineer's supervision.
- Working as part of a team of CAD operators reporting directly to the Section Architect and Engineering Manager.
- Preparing daily progress report.

### **Sarwar & Company (PVT) Ltd, Pakistan.**

**Aug 2017– Jan 2018**

#### **DRAFTSMAN (ARCHITECTURAL)**

Acquired solid professional skills in aspects of monitoring and administering. Delivered services for projects such as

- Orange Line Metro Train Project Lahore, Pakistan.

#### **Duties And Responsibilities:**

- Preparing all types of shop drawings (including Layout plans, sections, elevations, plans, wet area details, etc.)
- Review design drawings and raise RFI'S for any missing information
- Revision of drawings under the engineer's supervision.
- Assisted in preparing basic 3D models and presentation drawings when required.
- Updated and revised drawings based on client feedback, senior draftsman instructions, and design changes.
- Prepared cutting lists and material quantity take-offs for workshop production.
- Site visit to confirm the executed works as per the shop drawings
- Working as part of a team of CAD operators reporting directly to the Section Architect (Design Coordinator) and Engineering Manager/Design Manager.

## Education

- **BA Mass Communication**  
Allama Iqbal Open University, Islamabad Pakistan.
- **Diploma of Associate Engineer (Civil 3 Years)**  
Pak Polytechnic Institute, Lahore Pakistan.
- **Matriculation**  
BISE, Lahore Pakistan
- **Diploma In Computer Science**  
  
Microsoft Windows  
  
MS Excel, MS Word, MS Power point  
  
Use Of Internet & Email, Network Essentials
- **Diploma in AutoCAD Drafting**  
  
Diploma in AutoCAD Drafting  
  
3D Modelling

## Professional Training

- AutoCAD (*Latest Version*) 2D Drafting, 3D modeling.
- REVIT (*Latest Version*).
- SKETCHUP (*Latest Version*).
- ENSCAPE, VRAY, D5 RENDRING.
- Microsoft Office, Excel, Word, Power point, Outlook.
- Acrobat Professional, Plotter Printing, Internet Browsing.
- Windows 11

## Personal Information

Name:	WAQAR MANZOOR
Father's name:	MANZOOR AHMAD
Date of birth:	15-JAN-1996
Marital status:	SINGLE
Religion:	ISLAM
Nationality:	PAKISTANI
Languages:	English   Urdu   Arabic
Iqama:	Transferable
DRIVING LICENSE:	PAKISTAN