

AUTOCAD OPERATOR & DATA ENTRY

Hasnat Qaisar

hasnatqaisar5@gmail.com

+971507545042



SUMMARY

A highly Successful Data Entry with 1 Year Experience.

3 Year experience as a AutoCAD Operator 2D & 3D.

CAREER OBJECTIVE

Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.

SKILLS

MS Office (MS Word & MS Excel)

AutoCAD 2D & 3D

AutoCAD Civil 3D

Excellent data entry skills

EXPERIENCE

Feb-2017 - Feb-2018

Data Entry

Afzal Electronics

- Manual data input from paper-based sources into the electronic system.
- Using spreadsheets to manipulate data (charts, tables, etc).
- Ensuring all the information on the system is accurate and up-to-date.

Jul-2019 - Aug-2020

AutoCAD Operator

City Architects

- Client Proposal as per requirements.
- Crossection and Elevation.
- Plot Designing.
- 2D & 3D Elevation.

Nov-2020 - Dec-2021

AutoCAD Operator

Shahin Architects

- Client Proposal as per requirements.
- Crossection and Elevation.
- Plot Designing.
- 2D & 3D Elevation.

EDUCATION

Degree/Course

Percentage/CGPA

Year of Passing

Secondary School Certificate	60 %	2016
Rizwan Shinning Star High School Jhelum , BISE RWP		
Quantity Surveyor	82 %	2019
Faran Institute of Technology Jhelum , Punjab Board of Technical Education Lahore		
AutoCAD Operator	90 %	2019
Vocational Training Institute Jhelum , Punjab Board of Technical Education Lahore		

STRENGTHS

I am very hardworking person.
I am Punctual and loyal towards my work.

HOBBIES

Reading, Traveling

VISA STATUS: VISIT VISA

PERSONAL DETAILS

Address	United Arab Emirates Dubai
Passport detail	JK4918462
Date of Birth	19/11/2000
Gender	Male
Nationality	Pakistani
Marital Status	Single
Languages Known	English, Urdu, Punjabi

REFERENCES

Available Upon Request.

DECLARATION

I hereby declare that information given above is correct and true.

Hasnat Qaisar