UMER FAROOQ

Doha, Qatar | **farook00781@gmail.com** | www.linkedin.com/in/umer-farook | **+974 6612 6836**

Electrical Draughtsman | Site Coordinator & Document Controller

Seeking a challenging position within a reputable organization to utilize my technical skills and support its strategic objectives. I hold a transferable visa and a valid Qatar driving license.

EXECUTIVE SUMMARY

Highly skilled **Electrical and ELV Draughtsman** with **12 years of comprehensive experience** in MEP design, drafting, and project coordination. Proven expertise in preparing **shop drawings, as-built drawings, and builders work drawings** for electrical and ELV systems. Experienced in **project site coordination, documentation management, and multidisciplinary team collaboration**. Proficient in AutoCAD (2014–2020), MS Office, and project documentation standards, with a strong track record of delivering accurate, timely, and compliant drawings in large-scale projects.

CORE COMPETENCIES & TECHNICAL SKILLS

- **Electrical & ELV Design: -** Lighting, Power, Street Lighting, Fire Alarm, CCTV, PA, BMS, Structured Cabling
- **Drafting & Documentation: -** Shop Drawings, As-Built Drawings, Builders Work Drawings, External Ducting Layouts, Project Documentation, Standard Compliance
- **Software Proficiency: -** AutoCAD, MS Office Suite, Microsoft Visio
- **Basic Computer Troubleshooting**
- **Effective Communication & Collaboration**
- **Problem Solving & Conflict Resolution**
- **Multidisciplinary Team Coordination**
- **Decision Making under Pressure**

PROFESSIONAL EXPERIENCE

- **Senior Electrical Draughtsman & Site Coordinator and Document Controller | Bayanat engineering Qatar**

  Feb 2020 – Present
- **Electrical Draughtsman | Stream Industrial & Engineering, Qatar**

  Aug 2018 – Jan 2020
- **Electrical Draughtsman | Valence Trading & Contracting Co., Qatar**

  Mar 2016 – Jun 2018
- **ELV Draughtsman | Al Futtaim Electronics, Doha Festival City, Qatar**

  Nov 2014 – Jan 2026

KEY RESPONSIBILITIES

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- Prepared **detailed electrical and ELV shop drawings, layouts, and as-built drawings** using AutoCAD in compliance with project specifications, client, consultant, and authority standards.
- Developed **as-built drawings for all electrical services**, including lighting, power, street lighting, structured cabling, Fire Alarm, Emergency Lighting, CCTV, VOICE & Data, Telephone, PA, and BMS systems.
- Prepared **Airfield Ground Lighting (AGL)** drawings as per **International Civil Aviation Organization (ICAO)** standards
- Prepared **builders work drawings, slab and wall openings, external ducting layouts, and cable routing plans** for electrical and ELV systems.
- Reviewed project drawings, specifications, and BOQs to **identify design conflicts or discrepancies** and prepared **RFIs** for resolution.
- Coordinated with **site engineers, supervisors, subcontractors, and multidisciplinary teams** to ensure drawings matched actual site conditions and resolved execution issues.
- Assisted in **project site operations**, including **site supervision, manpower allocation, task distribution, and workflow planning** to meet project deadlines.
- Supported **airport-specific projects** at Hamad International Airport (HIA), including **runway access, site safety compliance, sensor installation support, and operating vehicles within airport premises**.
- Maintained **drawing registers, document control systems, and project records** to ensure traceability, standard compliance, and timely submissions.
- Assisted in **installation activities**, providing guidance and verification for electrical and ELV system installations.
- Ensured **timely delivery of drawings and revisions** to meet construction schedules and project milestones.
- Ensured all work adhered to **draughting standards, project specifications, quality control procedures, and authority regulations**.
- Collaborated with project teams to **resolve drawing clashes, site coordination issues, and execution challenges** efficiently.
- Provided **support for project planning, time management, and coordination of manpower and resources** across multiple sites.
- Maintained **document control, drawing revisions, and project records** for all activities.

EDUCATION

- **Diploma in MEP Services Draughtsman**, Thrissur, Kerala, India
- **Diploma in Draughtsman**, CAD Centre, Thrissur, Kerala, India
- **Higher Secondary Education (Plus 2)**, Kerala, India
- **SSLC**, Kerala, India

PROJECT HIGHLIGHTS

- implement Xsight's RunWize™ **Foreign Object Debris (FOD)detection system** across its runways – **Hamad international Airport (Qatar)**
- Prepared electrical and ELV shop drawings, layouts, and as-built drawings for **Airfield Ground Lighting (AGL) systems**. For **Qatar Emiri Air Forces & Doha internation airport projects**

- Prepared electrical shop drawings, layouts, and as-built drawings for residential and commercial infrastructure. For **Msheireb Down town Project**
- Developed electrical and ELV drafting, including shop drawings, builders work drawings, and as-built drawings, for the **Lusail District Cooling Plant project in Qatar.**
- Electrical and ELV system at **Doha Festival city**
- Electrical and ELV system at **Vendome mall**

PERSONAL INFORMATION

- Languages: English, Arabic, Hindi, Malayalam
- Married
- Valid Qid and Qatar Driving license
- Valid Aiport MOI Pass & AVOP