

JJO PHILIP

36 Gordon Street

Coventry

CV1 3ES

Mobile no: +44 7769 768068

E-mail: jjophilip47@gmail.com



Profile : Draughtsman Civil

OBJECTIVE

My primary goal is to secure a challenging position in which I can utilize my acquired skills within the field of Designing.

SKILLS

- Converse with Technology
 - Design
 - Strategic thinker
 - Future Vision Driven
 - Focused on Relationships
 - Passion
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PROFESSIONAL EXPERIENCE

AJ Architects

Project Co Ordinator

Thalassery, Kerala - India

March 2014 – January 2021

- Prepare Detailed Plan & Elevation Drawings.
 - Detailed and Extensive Review of Architectural Design Drawings.
 - Alter, Rework & Update CAD Drawings File as Required
 - Calculate Dimensions and Quantities of Entities to Analyze and tabulate Additions and Omissions for Façade, Interior, and Landscape Drawings.
 - Compile Drawings & Specification Sheets.
 - Prepare Excel Sheets & Presentations for Calculation & Submission.
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CERTIFICATIONS

Draughtsman Civil

Kelakam ITC

March -2010

Higher Secondary

Kerala

March-2008

SSLC

Kerala

LANGUAGES KNOWN

Malayalam (Mother Tongue)
English (Read, Write Speak)
Hindi (Read, Write, Speak)

COMPUTER PROFICIENCY / TECHNICAL SKILLS

- Autocad
- Packages MS Office (Excellent knowledge in Excel and Word)

PERSONAL DOSSIER

Date of Birth	:	01/06/1990
Nationality	:	Indian
Religion	:	Christian
Status	:	Married
Passport No	:	M6574309
Driving License	:	Indian two wheeler & Four wheeler

DECLARATION

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.