

NAME: Type your Name here

Position: **Mention your Desired or Current position**

Experience: **XX Years**

Educational Qualifications: **Highest Degree of Qualification**

Key Skills: **Top Software and Technical skills related to job description.**

Mobile: **00971 – XX-XXX XXXX**

Current Location: **Current City Name, Country Name**

Email: **xxxxxxxx@gmail.com**



Summary of Career

- Presenting **XX** Year diversified experience, within various legendary industries environments, including oil & Gas, Onshore and offshore.
- Having experience of producing all type of detail engineering design deliverables specially related to instrument installation design in oil & gas industry. Such as Instrument Index, Loop diagrams,
- Reviewing project drawings engineered by external contractor, for adequacy, accuracy & completeness of design.
- Studied and solved the problem faced in the field. Coordination with vendors, piping and other departments for instrument requirements and Inter discipline Communication.
- Having PDMS, PDS, AVEVA Instrument, Microstation, AutoCAD, and INtools experience.
- Proficient in the use of MS Excel, MS Word, MS PowerPoint, Outlook and Project Electronic Correspondence (EC) Database software's.
- Excellent communication skills, both verbal and written.
- Experience in leading a team of 5 to 10 draftsmen (Draughtsman).

Achievements

- ❖ Completed important projects on time and within budget.
- ❖ Increased sales figures (by such-and-such %)
- ❖ Saved time by coming up with efficient methods and tools.

Major Roles in Various Organizations

- Your Position in **XXXXX** (XXXXXXXXXXXXXXXXX Construction Company) , Country - May 2009 to Sep 2005 (04 Years)
- Your Position in **XXXXX** (XXXXXXXX Mobil Refinery), Saudi Arabia - Dec 2004 to Sep 2005 (01 Year)
- Your Position in **XXXXX** - Feb 2001 to Dec 2004 (04 Years)

(Details on Next Page)

Educational Qualifications

- Mention your Top 3 Qualifications and names of institutes - Technology **XXXXX**, Country -Passing year

Computer Skills/ Software Skills

Networks | Windows 2000 Server | Programming Languages | 'C' Language

Seminars / Trainings / CO-CURRICULAR ACTIVITIES

- "Installation Design" AOTS (Association for Overseas Technical Scholarship) – At **XXX Yokohama Japan**
- "PDMS" and "AVEVA Instrumentation" - at **XXXXX**, Country
- Quality Management System – At **XXXXX** Country

Employment Records

Name of Company: Abu Dhabi XXXXXXXXXX Company | Country
Job position : Your Position
Year : May 2009 – till date.



*The XXXXXXXXXX Company (XXXXXXX) is a major producer of oil and gas from the **offshore** areas of the Emirate of Abu Dhabi. It's part of Abu Dhabi National Oil Company (ADNOC).*

As an Electrical & Instrument Designer my duties are to develop company standards for design draughting and intelligent database management. And ensure the implementation of standards on in-house and outsourced developed design deliverables.

Name of Company: XXXXXXXXXX Construction Company | Country
Job position : Your Position
Year : Sep 2005 - May 2009.



XXX is a world class Engineering, Procurement and Construction Company that provides total EPC solutions to both the Offshore and Onshore Oil & Gas sector. It provides engineering, procurement, project management, fabrication, installation and commissioning to project owners and operators.

As an Electrical & Instrument Designer my duties were to prepare installation design deliverables utilizing 3D modeling software (PDS), AutoCAD, and MS Excel, as per international, regional and client standards and requirements.

Name of Company: XXXXX Mobil Refinery Company (SAMREF) | Country
Job position : Your Position
Year : Dec 2004 to Sep 2005.



SAMREF is an equally owned joint venture between Saudi Arabian Oil Company (Saudi Aramco) and Mobil Yanbu Refining Company Inc. (a wholly owned subsidiary of Exxon Mobil Corporation).

As an Electrical & Instrument Designer my duties were to support in-house refinery modification and upgrading projects by either modifying existing drawings or developing new drawings, utilizing Microstation and MS Excel.

Name of Institution: XXXXX Engineering | Country
Job position : Your Position
Year : Feb 2001 to Dec 2004.



XXXX Engineering is Pakistan's leading engineering enterprise. It is an integrated engineering services and manufacturing company.

JGC Corporation Japan is a well-known EPC company covering the projects all around the globe. JGC-Descon, formerly known as J-Tech was a joint venture between Descon Pakistan and JGC Japan.

As an Instrument Designer my duties were involving complete Engineering, Procurement, Construction, Commissioning activities, till the Final handover of Plant and Final As-Built Documents.

Personal Details

- Date of Birth : XX Sep, 19XX
- Religion : XXXXX
- Nationality : XXXXXXXXX
- Marital Status : Married
- Language Known: English, XXXXXX