



NIYAJ MOHAMED

AutoCAD Designer

EXPERIENCE

Freelancer – AutoCAD and Graphic Designer

2022 - present

- Preparing 2D house plans from sketched drawings
- Creating 3D models of buildings from 2D
- Making sections and elevations of buildings
- Designing doors, windows, closets & etc.
- Making interior designs for rooms and bathrooms
- Designing logos for business

Trainee AutoCAD Designer – Your builders (Pvt.) Ltd.

2020-2022

- Assisted in designing 2D floor plans
- Created architectural drawings
- Performed office tasks assigned by employer
- Organized meetings and travelling arrangements
- Supervised sites and labors
- Maintained inventory records

Accounts Assistant - Serendib Education Foundation

2019 – 2020

- Assisted in preparing monthly accounts
- Provided administrative support to accountant
- Handled phone calls, E-mails and letters
- Maintained project records and files
- Performed data entry tasks

EDUCATION

Global Collage of Computer Studies

2022 - 2023

TVEC Certificate courses

- AutoCAD 2D & 3D
- Microsoft office
- Graphic Designing
- Computerized Accounting

A.I.C.T (American Institute of Computer Technology)

2022 - 2023

- Revit Architecture and MEP certificate course

Dharul Hasanath Academy

2016 - 2019

- AAT – (Association of Accounting Technician)
- G.C.E Advanced Level

SKILLS

AutoCAD

Revit

Microsoft Office

Driving

Project Management

Communication

Self-Learning

Adaptability

Photoshop

Illustrator

SUMMARY

An innovative professional with experience in providing AutoCAD & administrative support on a wide verity of construction projects and strongest collaboration with architects, engineers & team members.

CONTACT

Phone: +94715462871



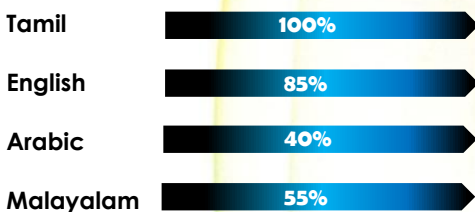
LinkedIn: NIFTHY NIYAJ



E-mail: nifthyniyaj@gmail.com



LANGUAGES



HOBBIES

- Graphic Designing
- Video Editing
- Riding Motorcycle
- Travelling
- Photography
- Fitness