

CURRICULUM VITAE

Full Name: **Mohammed Rafi**
Email: rafi8904@gmail.com
Cell No: +91 76764 69431/ 89046 20994
Address : S/o Samiulla Hussain
H.no 12-6-715, LBS Nagar,
Raichur-584102, Karnataka, INDIA



➤ CAREER OBJECTIVES

To seek further challenges in my field that suits my skills and capabilities, broaden my knowledge, enrich my confidence and be an efficient employee by putting my focus on how to gain expertise in every task assigned to me.

➤ EXPERIENCE: More than 4+ years of Experience in Back office operational work.

6 Months of Experience in TEQIP(Technical Education Quality Improvement Programme)

Project: TEQIP
College: SLN College of Engineering , Yeramarus camp, Raichur.
Location: Raichur
Position: Project coordinator
Period: 03/10/2017 to 25/03/2018

Project Description: Implementing the project requirement as per TEQIP norms in all Institutional Lab infrastructure and enhancing the quality of education and practical knowledge of candidates gaining from the lab sessions and reporting to quality team TEQIP project experts.

1.5 Year's Experience in Civil Engineering Consultancy Cell, SLN College, Raichur.

Department: Civil Engineering
Location: Raichur
Position: Lab Instructor
Period: 01/04/2018 to 25/12/2019

Work Description

Helping and guiding the students in practices, providing training on Autocad Drafting & MS Excel usage to calculate the quantities for the engineering drawing such as Building drawings & other civil drawings, Preparing Testing reports for construction material tested in lab, Performing various tests on construction material such as Cement, sand, Brick etc, .Must be dedicated towards work and should have through knowledge of operation and maintenance related to the relevant equipments of respected labs.

2 Year's Experience in Cadmaxx Solutions Pvt.Ltd, Raichur.

Company: Cadmaxx Solutions Pvt. Ltd

Project : DDU-GKY (Deen Dayal Upadhyay-Grameen Kaushalya Yojana)

Location: Raichur

Position: MIS Executive/Trainer

Period: 10/01/2020 to Till Present

Work Description

DUTIES & RESPONSIBILITIES

- Prepare MIS report for daily progress of work and coordinate for statutory compliances for project, maintain data integrity
- In consultation with management and key members of team set goals, processes and road map for project delivery and ensuring the same.
- Coordination with investors on the monthly reports to be shared from various departments.
- Timely ready to handle multiple projects at a time if need arises.
- Set suitable agenda convene and conduct weekly and monthly review meetings with appropriate representation from project team and stake holders.
- Conduct training for staff.
- In coordination with purchase, contracts for food vendors & consultants assist in sample approvals from management
- Implement service quality policies and procedures.
- Lead quality improvement project and initiatives.
- Liaise with training staff and other stakeholders to provide services for training candidates.
- Taking candidate feedback and enquiries.
- Manage the deployment of staff.
- Manage parent feedback and enquiries.
- Monitor compliance of work policies, procedures and internal controls.
- Oversee the execution of designated emergency response tasks.
- Client Management Internal and External

➤ **SOFTWARE SKILLS WITH GOOD EXPERIENCE**

- Auto CAD, Ms Office, Photoshop .
- Typing in English & Kannda Nudi 4.0.

➤ **EDUCATIONAL QUALIFICATIONS**

Course	University	Year of passing	Percentage
B.E	Visveswaraya Technological University Belgaum	2017	58.32
DIPLOMA	Department of Technical Education, Bangalore	2014	64.87
SSLC	KSEB Bangalore	2008	55.36

Personal Profile

Name : Mohammed Rafi
Date of birth : 05-05-1992
Father Name : Samiulla Hussain
Marital Status : Married
Nationality : Indian
Gender : Male
Religion : Muslim
Language Proficiency : English, Hindi, Urdu , Kannada & Telugu
Passport details : Passport No: M4100507
D.O.I: 06/12/2014s
D.O.E: 05/12/2024
Place of issue: Bangalore
Permanent Address : H.No. 12-6-715, LBS Nagar,
Raichur-584102 Karnataka,
INDIA

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place : Raichur

(MOHAMMED RAFI)

NIRD & PR AWARDS THE CERTIFICATE

TO

Mohammed Rafi

IN RECOGNITION OF SUCCESSFUL COMPLETION OF COURSE ON

Operations (Professional Level)

IN STANDARD OPERATING PROCEDURES OF DDU-GKY



PO 01014040037

DATE : February 15, 2021

TO WHOM IT MAY CONCERNED

This is to certify that Mr. Mohammed Rafi has worked with CADMAXX SOLUTIONS PVT LTD as a MIS Executive/Trainer from dated 10th Jan 2020 till 30th Jan 2022.

In this period he has shown full Sincerity, Dedication and Hard work towards his concerned job, which has helped in improving the management of the company.

I wish him good luck and and great future ahead.


Manager

CADMAXX SOLUTIONS PVT. LTD.
2095, 5th Main, 9th Cross
R.P.C. Layout, Vijayanagar
BANGALORE-560 040

National Award Winner
(2014 & 2015)

MSME
मूल्य संपन्न एव च मज्जाम उन्नतम्
MICRO, SMALL & MEDIUM ENTERPRISES



Cadmaxx Solutions Pvt. Ltd.,

2095, 5th Main, 9th Cross, R.P.C. Layout, Vijayanagar,
Bangalore-560 040. Ph : +91-80-65621500 / 41270467
www.cadmaxx.com CIN :U72900KA2010PTC055937

ಹೈದರಾಬಾದ್ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ

ಸರೋಜಿನಿ ಅಲಾಧರನ್ ನಾಯರ್
ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ

ಯರಮರಸ್ ಕ್ಯಾಂಪ್, ರಾಯಚೂರು-584 135

ESTD : 1979



Hyderabad Karnataka Education Society's

S L N COLLEGE OF ENGINEERING

Yeramarus Camp, RAICHUR - 584 135.

(Karnataka)

(Affiliated to Visvesvaraya Technological University, Belgaum & Approved by A I C T E New Delhi)

Office : 08532-251048

Exam Section : 251153

Principal : 251033

Resi : 231418

Comp. Sc : 251131

Consultancy : 251211

H K E Society's Golden Jubilee Year : 1958-2008

TO WHOM IT MAY CONCERN

I hereby certify that Mr. **Mohammed Rafi** was employed by our college, (S.L.N College of Engineering, Yeramaras camp, Raichur). During the period starting from Oct-2017 to Dec-2019

He started in our college at the position of Autocad/Comp. Operator, but with his excellent performance and good abilities, he quickly got officially employed as a full time employee. 26 months 22 days of working for us, his demonstrated as a diligent and truthful person. His leadership skills were outstanding and very helpful and highly appraised by our staff. By the time he was leaving, he had been nominated to the position of cad/computer operator.

Anyway, all of us wish is the best in his career path and future and would like to thank him for his excellent contribution.

Yours faithfully,

Rafi

Mohammed Rafi

(Clerk/computer operator)

[Signature]
PRINCIPAL
PRINCIPAL

HKE's SLN College of Engineering
RAICHUR.

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ
VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI
KARNATAKA, INDIA



Certifies that

MOHAMMED RAFI

ಬ್ಯಾಚಲರ್ ಆಫ್ ಇಂಜಿನಿಯರಿಂಗ್

ಪದವಿಗೆ ಅಗತ್ಯವಾದ ಅರ್ಹತೆಗಳನ್ನು ಕೈವರೆಂದು ಪರಿಗಣಿತವಾಗಿರುವ ಕಾರಣ
ಮೇಲೆ ಕಾಣಿಸಿದ ಪದವಿಗೆ ಅವರನ್ನು ಅಂಗೀಕರಿಸಲಾಗಿದೆ.

has been duly admitted to the Degree of

Bachelor of Engineering

in recognition of the fulfilment of requirements

for the said degree



ಪರೀಕ್ಷಾ ಕ್ರಮ ಸಂಖ್ಯೆ

University Seat Number : **3NA14CV412**

ವಿಷಯ

Subject : **Civil Engineering**

ಶ್ರೇಣಿ

Class : **Second Class**

D
18 **050808**

ವಿಶ್ವವಿದ್ಯಾಲಯದ ಮುದ್ರೆಯೊಂದಿಗೆ ಕೊಡಲ್ಪಟ್ಟಿದೆ

Given under the seal of the University

ಬೆಳಗಾವಿ
Belagavi

ದಿನಾಂಕ

Date : **JAN 09, 2018**

ಕುಲಪತಿ

VICE CHANCELLOR