**To,**

**The Human Resource Manager,**

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| **Application for the post of Quantity Surveyor** |

**Dear Sir,**

I wish to inform you of my enthusiasm to be part of your organizational family. 5years of UAE and 4 years experience in India, ranging from Architectural, Civil and Mechanical to various fields have given me wide exposure to most commercial, industrial and residential construction activities. This coupled with determination and the team skills I have learned will definitely enable me to fit into your field of business activities and realize your objective. Enclosed herewith are my curriculum vitae for your kind perusal.

I assure you of my tenacity in the work place, should you consider me for a favourable position.

Thanking you and hope for a favourable reply.

***curriculum vitae***

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| **OBJECTIVE** | Seeking a challenging opportunity to demonstrate my skills and abilities in **Estimation, Cost Analysis, Cost Control, Quantity Take-off & Quality Control** fields and to attain experience and knowledge in an organization working on a global scale offering scope for career growth and professional development. |
| **SUMMARY OF QUALIFICATIONS** | * 9 Years (5 years of UAE and 4 years in India) experience in Architectural, Civil and Mechanical Engineering. (Experience includes Architectural, Interior Designing, Structural (concrete & steel), Mechanical (building), Electrical (building) & Process Equipments plus Piping works (Water theme park and Sewage Treatment Plant).

**Infra – Structures Experience:**Transportation (Roads), Storm water, Waste water System (sewerage), Water process equipments, Pipe work (PVC, UPVC, HDPE and DI ),Telephone Network, Underground Utilities relocation / Protection, Water tanks, Box culverts, pumping and lifting stations, valve chambers, pressure reducing chambers, Inlet / Outlet and Over flow chambers etc. **Super – Structures Experience:**Hotels, Water theme park, Bridges, Under passes, Factory Building, Workshop building, Administration Building, Warehouses, Engineering Store building, Overhead water tanks, weigh bridge, Duplex, University, Villas and Multi Storied Residential and Commercial buildings.  |
| **WORK ACTIVITIES** | * Managing costs on a wide variety of new building projects and structures, such as residential developments, sports stadiums, roads and bridges, schools, hospitals, offices and factories;
* Undertaking costs analysis for repair and maintenance project work;
* Assisting in establishing a client’s requirements and undertaking feasibility studies;
* Performing risk and value management and cost control;
* Advising on procurement strategy;
* Preparing tender and contract documents, including bills of quantities;
* Identifying, analysing and developing responses to commercial risks;
* Solves difficult situations with patience and presence of mind.
* Preparing and analysing costing for tenders;
* Allocating work to subcontractors;
* Providing advice on contractual claims;
* Analysing outcomes and writing detailed progress reports;
* Valuing completed work and arranging payments;
* Maintaining awareness of the different building contracts in current use;
* Understanding the implications of health and safety regulations.
* **Time Management** – Working under tremendous work pressure challenging environment & meeting deadlines with ease and efficiency.
* **Personnel management** – Good inter-personal skills leading and dealing effectively with multicultural environment.
* Hard working, sincere, patient listener with pleasing personality and excellent interpersonal skills. Efficient and organized. Capable of excelling under pressure. Self-motivated, proactive and ambitious. Skilled in planning and coordination. Consistent performer.
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| **COMPETITIVE EDGE** | * My greatest competitive edge is my exceptional ability to work under pressure while at the same time maintaining remarkable levels of leadership, communications, human relations etc, just to name a few, this involves planning and conforming to required standards. I believe myself capable of dealing effectively with individuals at all levels & hope that I shall be a valuable asset to any organization, willing to give me an opportunity to dedicate my hard work & talents towards its progress and growth.
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| **EDUCATIONAL QUALIFICATIONS** | * **Architectural Engineering** – **1st Class** State Govt. Controller of Technical Educational Board (2001)
* **Secondary School Leaving Certificate** (C.B.S.E) Central Govt. Central Board of Secondary Education (1998)
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| **COMPUTER SKILLS** | * Proficient in using AutoCAD

 Microsoft Office Applications Ms Word, Ms Excel, Ms Project & Ms PowerPoint  Usage of INTERNET & Email Operating System – Macintosh, Windows XP & Vista Adobe Photoshop |
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| **EXPERIENCES****INDIA** | * + **M/s Hafeez Contractor 2001 May to 2004 December**

Designation: Junior Architect**Nature of Industry**Hafeez Contractor is one of India's leading architects in Mumbai, India, specializing in corporate interiors, hotels, housing, institutions, retail, recreational, office building and IT projects.  |
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| **LINGUISTIC PROFICIENCY** |

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| * **English**
 | * **Hindi**
 | * **Malayalam**
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| **PERSONAL****BACKGROUND** | * Age & Date of Birth : 29 Years, 28th November 1980
* Nationality : Indian
* Religion : Christian
* Contact Mob : **+971 50 20 69 726**
* Sex : Male
* Marital Status : Single

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