**SABEEL**

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**C A R E E R O B J E C T I V E**



A professional position facilitating me to utilize my education more meaningfully in a work place which is conducive to growth, excellence and leading to recognition globally. Offering a professional qualification where I convert my educational background, skills and experience into company’s profit with continuous improvement of solid domain knowledge with experience of techniques employed in construction project management towards achieving the organization goal.

**P R O F I L E**



I am an enthusiastic and professional **Quantity Surveyor** who enjoys being part of a leading, successful and productive team. I am able to work well on my own initiative and can demonstrate the highest levels of motivation required to meet the tightest of deadlines and having the ability to perform effectively even under significant pressure. I’m currently working for SEG Emirates contracting llc as a Post contract Quantity Surveyor and worked for International Construction Consortium (Pvt) ltd for 2 years as a Pre contract Quantity Surveyor in major projects, mainly on civil works with the key client. And also I have 3 years of experience as an Assistant Quantity Surveyor at P.N.D Construction in Sri Lanka for Residential Tower project. I can offer proven skills in Pre & Post Contract works, as well as commitment, energy and a real enthusiasm in learning and undertaking new challenges.

I am currently looking for a full time employment opportunity to join a dynamic, ambitious and growing company to forge a career as a first class Quantity Surveyor/Estimator.

**W O R K E X P E R I E N C E**



**Company : SEG Emirates Contracting LLC, Dubai.**

**Position : Quantity Surveyor**

**Duration : May 2016 to Present**

**Projects : School Building (100 Mil Dhs)**

**Residential Tower (110 Mil Dhs)**

**Key areas of Responsibilities (Post Contract):**

* Taking off Quantities, Perform Re-measurement and checking with BOQ
* Preparation & getting approval from Management and Submission of payment certificates, invoices, etc. and following up on approved payment certificates, invoices, etc. to ensure that payments are released in time.
* Verifying subcontractor claim and prepare the payments.
* Update the Subcontractors payments and Drawings (Hard copy and Soft copy)
* Preparing Notification of Variations (NOV), Analysis of Variations, Preparation / Valuation of Variations, Checking of final measurements, Unit Rate buildup and Backup documents Preparation for variation.
* Getting approval of variation from the Client / Engineer / Consultant.
* Updating and monitoring the Subcontractor Payment Control report.

**Company : International Construction Consortium (Pvt) Ltd, Srilanka**

**Position : Quantity Surveyor**

**Duration : April 2014 to March 2016**

**Key areas of Duties and Responsibilities (Pre Contract):**

- Review of project drawings and specifications; develop RFI’s as required.

- Taking off Quantities and checking with BOQ.

- Issues RFQs to selected subcontractors and vendors.

- Preparation of commercial comparison statement of subcontractor’s quotations.

- Analyze subcontractor/vendor bid proposals.

- Develop and maintain subcontractor and vendor relationships.

- Arrange the Technical & Commercial Package of tender submission.

**Company : P.N.D Construction, Sri Lanka Position** : **Assistant Quantity Surveyor Duration : April 2011 to Feb 2014**

**Key areas of Responsibilities (Post Contract):**

* Quantity Take off, Re-Measurement / Site Measurement as Required.
* Recording of daily progress.
* Coordinating with Labor, Contractors and Material Suppliers.
* Preparing Bar bending Schedule
* Responsible for taking physical Measurement and Quantities of completed works.

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**P R O F E S S I O N A L Q U A L I F I C A T I O N S**



 Advanced Diploma in Construction (Quantity Surveying) – **City And Guilds of London**

**Institute**

 Trade Test Repot (Occupation- Quantity Surveyor) – **Vocational Training Authority of**

**Srilanka**

 International Diploma in Computer Studies **– NCC Educations, UK**

**S K I L LS & A B I L I T I E S**



 Proficient in MS Office (Word, Excel, Power Point and Outlook), AutoCAD (2007/2009/2010 and 2012).

 Culturally diversified and fluent in English, Tamil and Sinhala (verbal/written).

 Excellent communication skills and the ability to develop and maintain successful client relationships.

 Self-directed with leadership qualities with proven ability to meet deadlines.

 Flexible and adaptable to any given professional environment.

 Good Planning and Time Management Skill, Strong team building & Ability to work under pressure & Strong commitment to work.

 Possess the highest degree of integrity, interpersonal skills supported by a flawless record of maintaining confidentiality.

**P E R S O N A L D E T A I L S**



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- Date of Birth : 21st Aug 1986

- Nationality : Sri Lankan

- Marital Status : Married

- Religion : Muslim

- Sex : Male

- Current Location : Dubai (UAE)

**D E C L A R A T I O N**



I declare that above particulars are true and correct to the best of my knowledge.