OBJECTIVE

As a self-motivated and resourceful Quantity Surveyor, my objective is to gain a challenging position in construction field with major responsibilities that will effectively utilize my knowledge, experience and analytical skills to improve and achieve perfection on negotiations & recommendations, and effectively manage all the costs relate to construction projects.

SKILLS

**Professional Skills**

* Pre Tendering & Post Tendering.
* Interim Valuations.
* Variation Orders.
* Material management.
* Monitoring costs.
* Produce reports & cash flow information.
* Developing strong relationships with the clients and sub-contractors.
* Site Monitoring
* Coordination skills (with Construction team & Planning Department)
* Auto Cad Drafting.
* Microsoft Excel.
* Material reconciliation
* Sub Contract Reconciliation

**Computer Skills:**

* Expert user of internet & E-mail.
* Well experienced with Microsoft Operating Systems, MS Office products, AutoCAD latest releases.
* Computer Hardware.

**Languages:**

* English (Speaking, Reading and Writing)
* Sinhala (Speaking, Reading and Writing)

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

**2013/02 to 2014/01, Nawaloka Construction Company (pvt) Ltd- Sri Lanka**

**Head Office-Post Contract-Monitoring department**

**Position: - Quantity Surveyor**

* Preliminary check list for Projects at initial stage
* Preliminary project budgets (Cost to completion)
* Allowable for labour, material, plant and subcontracts
* Major material requirements
* Checking and submitting Interim and Final Claims
* Preparation Variations
* Maintaining and updating VO records
* Preparing documents for , EOT & other Claims
* Maintaining and updating project value states & company turnover report
* Interim and final cost reports
* Labour, Material & Plant reconciliation
* Checking & Approving Purchase requisition
* Preparation and obtaining approval of rates for Subcontractors
* Preparation of Subcontract Agreements
* Preparing program and cash flow

**2011/07 – 2012/01 Finco (Pvt) Ltd – Sri lanka**

**Head Office**

**Position: - Quantity Surveyor**

* Prepare and submit of monthly Interim Valuations and follow-up receipt of payment.
* Prepare& submit Sub contractor’s invoices.
* Propose and recommend the estimates for variations and claims.
* Preparation of EOT, project programs, as built drawings, etc.
* Prepare and submit monthly cost and cash flow info.
* Maintain outstanding reports and coordinating with clients.
* Site Monitoring.
* Identified and handled additional works.

**2011/01 – 2010/07 State Engineering Coperation- Sri lanka**

**Position:-Tranee- Quantity Surveyor**

**Project: - Proposed Pola Site at Nugegoda**

* Preparation & submission of main contractor’s monthly Interim Valuations.
* Preparation & submission of sub-contractors invoices.
* Evaluate sub contractor’s Interim Valuations.
* Preparation of project programs, bar schedules, as built drawings, etc.
* Maintain daily progress reports.
* Site Monitoring & take off Measurement.
* Propose and recommend the estimates for variations and claims.
* Identified and handled additional works.

**2009/12 – 2010/12 State Engineering Cooperation- Sri lanka**

**Position: - Trainee Quantity Surveyor**

**Project: - Third Medical Word Complex at General Hospital Sri lanka.**

* Preparation & submission of some part of main contractor’s monthly Interim Valuations.
* Quantities take-off based on the Construction drawings
* Maintain daily progress reports.
* Maintain weekly machinery reports
* Propose estimates for variations and claims.
* Inspect and evaluate completion of projects.
* Prepare and submit monthly cost and cash flow info.
* Evaluate sub contractor’s Interim Valuations.

EDUCATION

**2012-Institue of Construction Training & Development-Sri Lanka (ICTAD)**

**Diploma in Quantity surveying**

* Preparation of BOQ Building works (major).
* Preparation of BOQ Civil Works
* Bidding Documents
* Valuation
* Procurement methods
* Manage work place Information
* Manage work Place Communication
* Plan Work to be Performed in the Work place
* Provide Leadership & Facilitate Work Team
* Final Project
* Viva test

**2012-Collage of Technology-Sri Lanka**

**National Certificate of Technology-Quantity Surveying**

* Construction Contract & Tender Procedure
* Management & Accountancy
* Construction Technology
* Measurement
* Communication Skill
* Estimating & Costing
* Construction Law & Building Regulation
* Interim Valuation & Final Accounts
* Construction Management Techniques
* Construction Economics

**2009-Vocatinal Training Authority-Sri Lanka**

**Diploma in Quantity Surveying**

* Construction Technology (Building, Civil, Services, Structures & Material)
* Engineering Drawing Practice
* Construction Surveying
* Pre-Contract cost Management (tendering, costing & measurements)
* Post-Contract cost Management (interim valuation & variations)
* Procurement Methods & law
* Management &Accountancy

**Other components**

1. **Project Work**

* Quantity Surveying
* Construction Technology
* Work Site Management
* Contract Administration

1. **Viva Test**

**1994 / 2008 St John’s Collage, Nugagoda.**

**2004 G.C.E (O/L)**

Buddhism (**A**), Sinhala (**A**), Mathematics (**B**), English (**A**), Social Studies (**A**), Business Studies & Accounting (**C**), Science A), History (**B**).

**2008 G.C.E (A/L)**

Chemistry (S), Physics (S), English (S)

PERSONNEL DETAILS

* Date Of birth :02 – Nov - 1988
* Gender :Male
* Nationality :Sri Lankan
* Marital Status : Single