Akmeemana

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Dear Sir / Madam,

**Apply for the Position of Quantity Surveyor**

I would like to express my interest in a position as Quantity Surveyor for your organization. I am writing to outline my excellent academic background and the skills, knowledge and experience that I have gained so far. I believe that these will make me an ideal candidate for a position of Quantity Surveyor in your organization.

As you will note from my attached CV, I am a graduate Quantity Surveyor of University of Moratuwa, Sri Lanka with the academic standing of Second Class Upper Division Degree. Hence, I am very confident that I will be a real beneficial addition for your organization. As an intern, I have 08 months of experience for multi-disciplinary quantity surveying duties in a reputed construction contracting organization and a consulting organization. Further, I was engaged in part-time quantity surveying works for 15 months during my undergraduate education period. Therefore, in total I have around 2 years’ experience in different disciplines of quantity surveying practice.

Apart from that, I have been engaged in many extra-curricular activities in the university and as well as in the school which have enriched me with many skills like excellent communication, leadership, organizing, negotiation, team working, creativity, hardworking and etc. I am now looking to secure a challenging and rewarding role and I believe that these skills, together with my knowledge and expertise, would make me an asset within your organization. I can join immediately and the salary can always be negotiated. I would love to begin my career with your organization and please do not hesitate to contact me. So we can discuss in greater depth.

 Objective

To obtain a challenging position as a professional where I can maximize my competencies, capabilities, skills, education and experience in Quantity Surveying while effectively contributing to uplift the image of the organization.

 Profile

A young graduate with a Second Class Upper Division Degree for Quantity Surveying, having excellent theoretical background, dynamic knowledge and multi- disciplinary skills in Quantity Surveying. A highly motivated and hardworking graduate, accustomed to work under tight deadline and on own initiative. Hands- on experience in the industry for 8 months as an intern in a reputed contracting organization and a consultancy organization. 15 months experience as a part-time Quantity Surveyor during undergraduate period.

 Education Qualifications

 Professional Profile

* Familiar with all quantity surveying activities of both pre-contract and post- contract practice including preparation of BOQs, Estimating, Cost planning, Procurement & Tendering, Contract administration, MEP works
* Conversant with FIDIC-1999 Forms of Contract
* Proficient with international standard method of measurements (CESMM4, NRM2)
* Equipped with technical knowledge related to construction of buildings and infrastructure works
* Conversant with Microsoft Office suit and Auto CAD

B.Sc. (Hons) in Quantity Surveying University of Moratuwa

Accredited by IQSSL, RICS, PAQS, AIQS, ICES

Academic Standing: Second Class Upper Division Degree (GPA of 3.41)

* Included in the Dean’s List Award for intern
* Research on Making Bid/ No Bid Decision on Public-Private Partnership (PPP) Projects in Sri Lanka

 Professional Memberships

* Graduate Member – Institute of Quantity Surveyors Sri Lanka (IQSSL)
* Student Member – Royal Institution of Chartered Surveyors (RICS)
* Student Member – Australian Institute of Quantity Surveyors (AIQS)
* Student Member – Chartered Institution of Civil Engineering Surveyors (ICES)

 Quantity Surveying Professional Experience (Total 2 Years)

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| --- | --- | --- | --- |
| **ORGANIZATION** | **PERIOD** | **DESIGNATION** | **PROJECTS** |
| CLAG Consultancy (Pvt) Ltd | 31st March 2015 - 17th July 2015 (Under the supervision of a Chartered QS) | Quantity Surveyor | * Brandix intimate apparel Ltd at Katunayaka
* KIA motors (lanka) limited at Malabe
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| Central Engineering Consultancy Bureau / Central Engineering Services (Pvt) Ltd (CECB / CESL) | 21st July 2015 – 06th November 2015(Under the supervision of a Chartered QS) | Quantity Surveyor  | * Nephrology, Dialysis & Transplant Unit of General Hospital (Teaching) – Karapitiya
* Rabindranatha Tagore Memorial Auditorium at the University Of Ruhuna.
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 Extra Experience

I have 15 months experience as a part-time Quantity Surveyor during undergraduate period and got familiar with UAE road, building and MEP projects. (From November, 2015 to Present)

 Skill and Competencies

**As a Contracting Quantity Surveyor:**

* Familiarization of Variations, Extra works and Day–work accounts
* Extracting information (records, variation order, conformation of verbal instructions, logbooks etc.) for variations and extra works
* Taking joint/physical measurements
* Preparation of final bills including Preliminaries, Prime Cost and Provisional Sums.
* Studying and understanding the background of the dispute
* Attending site progress meeting
* Attending in pre bid meeting
* Attending in pre tender opening
* Familiarize with cost control mechanism
* Productivity studies - Work Studies
* Establishment of labour, plant and material norms
* Preparation of site status report
* Preparation of various correspondence
* Prepare technical specification schedule
* Assist in site documentation and record keeping
* Preparation and Negotiation rate analysis
* Pricing Preliminaries
* Technical audits in estimating
* Negotiation and selections Sub – Contractors and Suppliers
* Preparation of sub – contract agreements
* Checking sub – contractors’ measurements
* Certifying sub – contractors’ payments
* Preparation and update of construction Program and method statements
* Preparation of Cash flows
* Resource Planning and smoothing
* Familiarize with construction techniques and quality control
* Preparation of Material reconciliation statements
* Familiarize with construction plan and plant management
* Involve in surveying
* On site measurements
* Preparation of Interim bills
* Preparation of price Fluctuation claims and other contractual claims

**As a Consultant Quantity Surveyor:**

* Preparation of tender documents: Specifically Instruction to Tender and special conditions of contract.
* Analyze Pre – qualification of contractors
* Evaluation of and reporting on tenders including rates comparison
* Participation in tender openings
* Preparation of letter of intents, awards and contract documents
* Checking validity of various bonds and guarantees
* Preparation of memorandum of understanding
* Taking measurements including joint measurements
* Checking bills
* Assessing value of material at site
* Assessing price fluctuation
* Valuing Variations
* Negotiation of Variations
* Analyzing of Variations
* Preparation of Preliminary estimates
* Establishment of cost limits
* Preparation of concise cost plan
* Preparation of detailed cost plan
* Monitoring of costs (cost checking)
* Tender and cost plan reconciliation
* Preparation of cost Analysis
* Preparation of Bills of Quantities
* Taking off quantities for building works, civil engineering works and mechanical, electrical and plumbing (MEP) works
* Squaring and abstracting quantities of measured works
* Compilation of specification for tender / contract documents
* Preparation of performances specifications
* Preparation of priced specifications
* Preparation of general notes and preambles
* Familiarize with national and international standards and codes
* Preparation of tender documents: Specifically Instruction to Tender and special conditions of contract.
* Analyze Pre – qualification of contractors
* Scrutinizing the final bills including preliminaries, Prime cost and Provisional sums.
* Scrutinizing the Variations, Extra Works and Day–Work accounts
* Assessing price fluctuations
* Value Management
* Technical Auditing
* Incorporation of Variations to Interim Valuations
* Reporting on effect of variations
* Comparative cost studies for variations
* Assessment of time extension
* Assessment of other contractual claims
* Negotiation of claims
* Taking measurements (joint) for the preparation of Final Accounts

 Skills and Qualities

* Excellent communication and presentation
* Skills in English
* Organizing and Leadership skills
* Strong analytical skills
* Contractual letter writing skills
* Hard working and fullest commitment
* Negotiation skills
* Team Working
* Excellent numerical and IT skills
* Budget handling skills
* Planning and management skills

 Extra-Curricular Activities

1. Active Member – Building Economics Students’ Society, University of Moratuwa 2014/2015
* Organized annul functions of the department with a budget exceeding LKR 9Mn
* Organized and engaged in many student welfare activities for the students of the Department of Building Economics, University of Moratuwa
1. Active Member – Richmond College Science Society, Buddhist Society
2. Active Member – Western Band in Richmond College
3. Successfully passed the final exam of Dhamma School
4. Participated in the two week training programme on Developing Leadership Qualities and Positive Thinking, conducted by the Ministry of Higher Education

 Field experiences

* Participated at Annual workshop of Institute of Quantity Surveyors, Sri Lanka (IQSSL) in 2014
* Attended for Continuous Professional Development (CPD) and Life Long Learning Events organized by RICS, AIQS, IQSSL and CIMA on the subject areas of Revisiting Construction Industry Morphology, Rational Assessment of Entitlements in Concurrent Delay, Infrastructure Development Goals Duties and Challenges, Defending Claims, Contract administration Essentials Under FIDIC Contracts, Introduction to NRM 2

 Training experiences

* Worked as a trainee in Peoples Bank Sri Lanka

 Other Academic Qualifications

* Successfully completed Auto CAD, Office Application, Computer Hardware, Graphic Designing, Web Designing and 3d animation diplomas at Micronet Institute at Galle Sri Lanka

I do hereby declare that the particulars given above are true and accurate reflection of my qualifications and experience to the best of my knowledge.