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| C:\Users\gvalencia\Desktop\pic.png | **PERSONAL SUMMARY** |
| A results driven, self-motivated and resourceful quantity surveyor working as part of a busy team effectively managing all the costs relating to building and civil engineering projects. Having a proven track record of minimizing the costs of a project and enhancing value for money, while still achieving the required standards and quality. Possessing excellent foresight & the ability to plan ahead when working on construction projects. Can communicate effectively with consultant / contractors & would be an asset to any employer who respects loyalty & responsibility. Currently looking for an opportunity to join a dynamic, ambitious and growing company to forge a career as a first class quantity surveyor.  |
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| **Aruna** **Quantity Surveyor** | **OBJECTIVES** |
|  | To obtain a position as a Quantity Surveyor in an organization where in I can utilize my skills and contribute towards the company's growth. Highly talented Quantity Surveyor with a successful track record in budget estimation, valuation of items and completing projects on time. Ability to perform in a fast paced environment and meet stringent deadlines. |
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| **PERSONAL INFORMATION** | **PROFESSIONAL EXPERIENCES** |
| **Date of Birth:** 10th June 1979 | **JC MACLEAN INTERNATIONAL FZCO** |
| **Age :** 37 Years | **A leading Interior Design and Fit-out Contracting Company in the UAE** |
| **Gender :** Male | ***Quantity Surveyor (2015 - Present), Responsible for:*** |
| **Nationality :** Sri Lankan | Preparation of contracts, including details regarding quantities of required materials |
|  | Allocating upcoming work to sub-contractors |
|  | Analyzing completed work and arranging payments and payment Certificates |
| **CONTACT DETAILS** | Preparation of Variations and Claims |
| **M:** C/o 971501685421  | On-going cost analysis |
| **E :** aruna.340994@2freemail.com  | Feasibility studies of client requests |
|  | Site visits, assessments and projections for future work |
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|  | **HOVAEL CONSTRUCTION COMPANY, SRI LANKA** |
|  | **A leading Road and Infrastructure Company in Sri Lanka** |
|  | ***Quantity Surveyor (2011 - 2015), Responsible for:*** |
| **COMPUTER LITERACY:** | Preparation of contracts, including details regarding quantities of required materials |
| ***MS Office Package*** | Allocating upcoming work to sub-contractors |
| Word | Analyzing completed work and arranging payments and payment Certificates |
| Excel | Preparation of Variations and Claims |
| PowerPoint | Attendance at site progress meetings  |
| Project | Review and management of change control procedures |
| ***Auto Cad*** |  |
| ***Internet & Email*** |  |
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| **COMPUTER LITERACY:** | **INTERNATIONAL BUILDING SYSTEM COMPANY, SRI LANKA** |
| ***MS Office Package*** | ***Quantity Surveyor (2008 - 2011), Responsible for:*****A leading Steel Building and Infrastructure Company in Sri Lnaka** |
| Word | Allocating upcoming work to sub-contractors |
| Excel | Analyzing completed work and arranging payments and payment Certificates |
| PowerPoint | Preparation of Variations and Claims |
| Project | Attendance at site progress meetings  |
| ***Auto Cad*** | Review and management of change control procedures |
| ***Internet & Email*** |  |
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|  | **NETHMI ENGINEERING COMPANY, SRI LANKA** |
|  | **A leading Interior Design and Fit-out Contracting Company in the UAE** |
|  | ***Assistant Quantity Surveyor (2004 - 2008), Responsible for:*** |
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|  | Allocating upcoming work to sub-contractors |
|  | Responsible for monthly progress bills and getting payment for all the projects on hand |
|  | Coordinating with sub-contractors and vendors, preparing payment certificates |
|  | Attending internal meetings and site progress and coordination meetings |
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|  | **EDUCATION** |
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|  | BSc (Hons) Quantity Surveying and Construction Management, Sheffield Hallam University, United Kingdom |
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|  | **SKILLS** |
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|  | Knowledge, Problem Solving , IT Skills, Leadership & Initiative, Communication & Team Working |
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