[Iresha.367427@2freemail.com](mailto:Iresha.367427@2freemail.com)

**APPLICATION FOR THE POST OF QUANTITY SURVEYOR**

I am a graduate Quantity Surveyor who holds the degree of **B.Sc. (Hons) in Quantity Surveying** **(First Class Division) from the University of Moratuwa, Sri Lanka**, and I am currently **available in Dubai on Visit Visa** status seeking on carrier enhancement opportunity in Quantity Surveying,Contract Administration, Commercial and Cost management disciplines.

I work well independently as well as in a team and possess **four and half years** of experience both in consultancy and contracting sectors and I am capable of working under minimum supervision and willing to take challenges and responsibilities with using experiences gained by the industrial practices. Generally, I am a punctual and methodical in my duties and quick learner who have the intention to gather knowledge and experience.

My application for the above post in your esteemed company is attach herewith for your kind consideration and looking forward in receiving a favorable response. I am willing to offer my best service for the aforementioned post and I assure you, that I shall endeavour my very best in performing my duties to the utmost satisfaction of all in the team.

I look forward to hearing from you.

Thank you.

Sincerely,

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| **B.Sc. (Hons) In Quantity Surveying.** |  |  |  |  |
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| **(University of Moratuwa)** |  |  |  |  |
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I am confident, dedicated, hard worker that strives to be better in everything and keep aiming for higher goals in life. I work with love for what I do and only have high expectations for myself and always achieve them. I would like to use my academic and non-academic skills that I gain from my lifetime for growth company while improving myself more and more.

**CAREER OBJECTIVES**

**Self-motivated, adaptable, conscientious and enthusiastic person with well-developed Quantity**

**Surveying skills combined with a flexible attitude to work.**

**PROFESSIONAL EXPERIENCE**

**CONTRACTOR QUANTITY SURVEYOR**

* **Quantity Surveyor at Sanken Construction (Pvt) Ltd at No.295, Madampitiya road, Colombo 14.** (January 2013–February 2015)

**Project: Atlantis Apartments, No.110, Sri Jayawardanapura road, Rajagiriya.**

**Key Roles and Responsibilities:**

* Preparation of Application of Interim Payments and subcontractor’s Payment certificates.
* Preparation of Variations and claims.
* Preparation & monitoring of sub-contractors’ & suppliers’ agreements.
* Preparation of material reconciliations.
* Taking Joint Measurements.
* Assessment of material at site.
* Establishment of labour, plant and material norms.
* Preparation of Monthly Progress Reports and Daily Progress Reports, Revenue Forecast.
* Deals with Engineer for any matters relating to the project.

**CONSULTANCY QUANTITY SURVEYOR**

* **Quantity Surveyor at D&R Quantity Surveyors at No.100, Pitipana road, Homagama, Sri Lanka** (March 2015 to April 2017)

**Major Projects Involved**

* + Proposed Marina Hotels and Resorts,UAE.
  + Proposed Al Waab City, Doha Qatar
  + Proposed 41 Villa Project, Qatar
  + Proposed 60 KLPD Grain based distillery at Kalkudah
  + Proposed Renovation to Golf Club at Colombo 08
  + Proposed Oil Blending Plant for Hyrax at Muthurajawela
  + Proposed Cosmetic Plant for Link Natural Products at Dompe, Sri Lanka
  + Proposed DSI factory at Dompe, Sri Lanka Proposed Extension to Pavillion and Sports Complex, Polonnaruwa, Sri Lanka
  + Proposed Cool Planet Building at Boralesgamuwa, Sri Lanka
  + Proposed Bungalows for SAIF at Bandarawela, Sri Lanka
  + Proposed Horizon College (vocational training centre) at Malabe, Sri Lanka
  + Proposed Research and Development Centre for Link Natural Products at Dompe, Sri Lanka

**Key Roles and Responsibilities:**

* Preliminary Estimating and Cost Planning
* Taking off quantities (Structural, Architectural, ID)
* Preparation of Bills of Quantities
* Tender documentation and Contract documentation
* Tender Evaluation and preparation of reports
* Preparing Interim Payment Certificates
* Checking of variations.
* Assisting for preparation of bidding documents under FIDIC Conditions of Contract and Standard Bidding Documents under CIDA Conditions of Contract which is widely used in Sri Lanka.
* Monitoring and coordinating Assistant Quantity Surveyor’s work.

**ACADEMIC QUALIFICATION**

**Successfully completed B.Sc. (Hons) Degree in Quantity Surveying,** Department of Building

Economics, University of Moratuwa (accredited by **RICS/AIQS/NZIQS/IQSSL/PAQS**)

* **GPA : 3.96** (First Class Division)
* Successfully completed the Training Program with a **“A+** **Grade”**
* Successfully completed Individual one year Research for the degree program with a **“A** **Grade”** in **“An Investigation into Designations practiced by Quantity Surveying profession in Sri Lankan Construction Industry”**

**PROFESSIONAL QUALIFICATION AND SKILLS**

* Diploma in Project Planning and Management conducted by SNAP Ferd CADD Center.
* Diploma in Auto CAD conducted by British Informatics Centre.
* Higher Diploma in Computer Science at Infortec International, Nugegoda.
* Diploma in English conducted by Institute of English, Maharagama.
* **Computer literacy –** Fluent in MS-Office Suite (Word, Excel, Power point, Project), AutoCAD

(2010/2013/2015), Primavera (P6), Internet and E-mail.

 **Linguistic Skills** **–** Good command in both written and spoken English and Sinhala.

**DOCUMENTS FAMILIAR WITH**

* Standard Method of Measurement of Building Works (SMM7)
* Principles of Measurement International (POMI)
* Civil Engineering Standard Method of Measurement (CESEMM 3)
* New Rules of Measurements - 2 (NRM-2)
* New Rules of Measurements – 1 (NRM-1)
* BCIS Standard Elemental Form of Cost Analysis.
* FIDIC Conditions of Contract (1999)
* FIDIC Conditions of Contract (1987)
* ICTAD Form of Agreement: Standard Conditions of Engagement – Part I & II
* Procurement Guideline (2006)

**PROFESSIONAL MEMBERSHIPS**

* Graduate Member of Institute of Quantity Surveyors - Sri Lanka
* APC Applicant of Royal Institution of Charted Surveyors (RICS)

**EXTRA CURRICULAR ACTIVITIES**

* Active member of Building Economics Students Society, University of Moratuwa.
* Actively Participated “Future Leaders: Developing Leadership Qualities & Positive Thinking -

2011”conducted by The Ministry of Higher Education.

* Active Member of School Chess team.
* Active Member of School English Literature Association.
* Active member of the Nature Club in University of Moratuwa.

**PERSONAL PROFILE**

**Name i** Iresha

**Date of Birth** : 24th February 1990

**Gender** : Female

**Civil Status** : Married

**Nationality** : Sri Lankan

**Religion** : Buddhist

**School Attended** : Anula Vidyalaya, Nugegoda, Sri Lanka

**DECLARATION**

I hereby certify that all the above-mentioned details are true and correct to the best of my knowledge.

If I offered an opportunity to serve in your esteemed establishment, I can assure you that, I shall

always perform my duties with commitment and loyalty