CURRICULUM VITAE



SALEEM

B.Tech (Civil), Diploma (Civil)

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A challenging opportunity in the field of Quantity Surveyor, in a multi diversified esteemed organization to prove my skills and grow with the company.

**PROFESSIONAL SYNOPSIS**

* 4 years of Experience in Mixed Development Projects (Infrastructure and Buildings)
* Possesses Bachelor’s Degree in **Civil Engineering** from Jawharal Neheru Technological University-India, Telangana, Hyderabad.
* Adept in handling quantity survey related activities incompliance with specifications, preambles and conditions of contract.

**CAREER CONTOUR**

Since June2015 to Present TSMSIDC, Hyderabad, India.

Quantity Surveyor

June 2011 to August 2012 Ambience Constructions India Ltd., India.

Jr. Quantity Surveyor

**KEY RESULT AREAS:**

***Quantity Surveying***

* Preparation of Monthly Interim payment application, Final statements. Preparation of anticipated value of project.
* Cost reports, quantities take-off for all the items incurred in project, ordering and scheduling.
* Reviewing contract conditions, specifications, preparation of Bill of quantities, variation orders, revised estimations and Rate Analysis.
* Preparing all contractual correspondence required on the project
* Ensuring the project time keeping is completed accurately and in a timely manner.
* Ensuring execution of various commercial activities within set time, quality and terms in conditions of Contract.
* Prepare project performance statement on a monthly basis and in a timely manner
* Attending weekly, monthly project review and progress meeting with client and contractor and also preparing minutes of meeting and monthly reports.
* Ensure compliance with Health, Safety & Environmental (HSE) responsibilities.

**CERTIFICATIONS**

Certificate in Auto CAD by Crescent Institute in year 2010

Certificate inPGDCA bySoft-Tech Computer Education in year 2012

**EXPERIENCE RECORD**

(Chronologically starting from present job):

***From June2015 to Present* TSMSIDC, Hyderabad, Telangana, India.**

**Position: Quantity Surveyor.**

Project : RIMS Medical College and Ancillary Buildings

Contract Value : AED 65 million

***Responsibilities:***

* Reviewing contract conditions, specifications, preparation of Bill of quantities, variation orders, revised estimations, Rate Analysis, issue of delay notices and evaluation of claims for costs.
* Certifying of monthly invoice and preparation of monthly cash flow statements and cost reports for Client.
* Finalizing the Statement at Completions and Final Statements on timely manner
* Complete responsible for the contractual issues, correspondence, participate in commercial and contractual meetings with client and contractors.
* Attending and preparing weekly progress reports, meetings, Minutes of meetings and monthly reports.
* Follow up the finalization of projects outstanding issues with relate to contracts and quantity surveying department with Contractors and Client.
* Ensure compliance with Health, Safety & Environmental (HSE) responsibilities.
* Checking of monthly Invoices of sub-contractors, review of variation order, Administration of sub contracts and correspondence of contractual matters.

***From June 2011 to August 2012 Ambience Constructions India Ltd., India.***

**Position: Jr Quantity Surveyor.**

Project : GMR Brindavan Residential Apartments (Greater Community)

Contract Value : AED 55 million

***Responsibilities:***

* Preparation of all required documents like scope of works & Bill of Quantities,
* Preparation of Monthly Interim payment application, Final statements. Preparation of anticipated value of project.
* Cost reports, quantities take-off for all the items incurred in project, ordering and scheduling.
* Performing site inspections for work when necessary in close liaison with project team to establish new rates
* Able to recognize desirable contract terms and provisions, and identify areas and incidents of noncompliance with existing contracts.
* Material reconciliation and monitoring the wastage and ensuring that unused materials are returned to stores.
* Monitoring and controlling Request for Inspection (RFI) and ensuring that all the times covered.

**PERSONAL DOSSIER**

Date of Birth : 27thMarch 1993

Gender : Male

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindiand Telugu