21 May 2018

Dear Sir/Madam,

**APPLICATION FOR THE POST OF QUANTITY SURVEYOR**

I am Nadeesa hereby submit my application for the post of Quantity Surveyor opportunity in your esteemed company. I am **currently available in Dubai on Visit Visa status** and seeking for a carrier enhancement opportunity in Contracts, Commercial and Cost management disciplines.

I am **B.Sc. (Hons.) Quantity Surveyor** Graduated from **University of Moratuwa, Sri Lanka** with a **First Class** which is **accredited by RICS, CICES, AIQS and PAQS**. Further, I possess more than **Four years of Industrial experience** as a Quantity Surveyor in both Contractor and Consultancy disciplines. I have gained experience in Taking off Quantities, Preparing BOQs, Preparing Tender Documents, Tender evaluation, Certifying Interim Valuations, Preparation of Interim Payment Application, Processing of Variation Cost proposals and preparing rate break downs.

I am available for interviews at any time and able to join immediately.

I assure you that I will perform best in my duties to the utmost satisfaction of all my superiors and to the organization.

Thank you.

Yours sincerely,

Nadeesa,

B.Sc. (Hons) in Quantity Surveying

University of Moratuwa



**NADEESA**

Duabi,

United Arab Emirates.

**Email :** [Nadeesa.380473@2freemail.com](Nadeesa.380473%402freemail.com)

Mobile: Whatsapp +971504753686 / +919979971283

CAREER OBJECTIVE

To become a member of Royal Institution of Chartered Surveyors, and to be involved in new projects, which offers challenges, responsibilities and opportunities for future progression.

WORKING EXPERIENCE

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| 1. **CENTRAL ENGINEERING CONSULTANCY BUREAU**
 | **From: July 2016** | **To: March 2018** |
| **No 415, Bauddhaloka Mawatha, Colombo 7, Sri Lanka.**  |
| Designation | **:** | Quantity Surveyor |
| Responsibilities | **:** | * Checking Interim Payment Applications and Preparing Interim Payment Certificate.
* Checking and Finalizing Variations.
* Preparing Tender Evaluation Reports.
* Preparing Tender Documents and Contract Documents.
* Taking off Quantities and Preparing BOQ.
* Evaluation of Price fluctuations.
* Evaluation of Prime Cost (PC) rates and Provisional Sum (PS).
 |
| Involved Projects | **:** | * Construction of District Secretariat Building Complex, Colombo-Stage III at Narahenpita.
* Extension to Block-E Building At Department Of Examinations, Pelawatta.
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| 1. **Lakshman Ramanayaka & Associates ( PVT ) Ltd**
 | **From: July 2015** | **To: June 2016** |
| **No 124/3,Old Kottawa Road , Nugegoda Sri Lanka**  |
| Designation | **:** | Assistant Quantity Surveyor |
| Responsibilities | **:** | * Preparing Tender Documents and Contract Documents.
* Preparing BOQ. And Building up rates
* Preparation of preliminary estimations
* Attending Pre-Bid meetings
* Taking off Quantities and preparing BOQ
 |
| Involved Projects | **:** | * Waters-edge Limited (Project Implementation and Monitoring Unit)
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| 1. **INTERNATIONAL CONSTRUCTION CONSORTIUM (PVT) LTD**
 | **From: May 2014** | **To: April 2015** |
| **70 S.De. S Jayasinghe Mawatha, Kohuwala, Sri Lanka.**  |
| Designation | **:** | Assistant Quantity Surveyor |
| Responsibilities | **:** | * Preparation of Interim Payment Application
* Processing of Variation Cost proposals
* Preparing Sub Contractor’s Interim payment Certificates.
* Assessment of Material at site.
* Preparing rate break downs.
* Involved in Pre Contract management (Tendering).
 |
| Involved Projects | **:** | * Havelock City phase II
* Head Office
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| 1. **DESIGN CONSORTIUM (PVT) LTD**
 | **From: January 2014** | **To: April 2014** |
| **No. 85, Kynsey Rd, Colombo 8, Sri Lanka.**  |
| Designation | **:** | Assistant Quantity Surveyor |
| Responsibilities | **:** | * Taking off quantities and Preparing BOQ.
* Preparation of Interim Payment Certificate.
* Checking Interim Payment Applications.
* Building up rates.
* Evaluation and Assessment of Variations.
 |
| Involved Projects | **:** | * Head Office.
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 EDUCATIONAL QUALIFICATIONS

* **UNIVERSITY OF MORATUWA**

**B.Sc. (Hons) degree in Quantity Surveying from University of Moratuwa** which is **accredited by RICS, CICES, AIQS and PAQS** with the Overall GPA of 3.73 - **First Class Honors**

Research**:** Identifying impact of **Building Information Modelling** (BIM) base **Quantity Take Off** on price accuracy

Industrial training: Completed with **Excellent Pass (A)**

Obtain three Dean’s List Certificates for the Best Academic performance

PROFESSIONAL QUALIFICATIONS

* Successfully completed the training programme on “Developing Leadership Qualities & positive Thinking” conducted by Ministry of Higher Education

MEMBERSHIP IN PROFESSIONAL INSTITUTES

* Graduate Member of Institute of Quantity Surveyors Sri Lanka – Membership no. GS
* Student Member of Australian Institute of Quantity Surveyors - Membership no.

DOCUMENTS FAMILIARIZE WITH

* Standard Method of Measurement (SMM7, CESMM4, SLS 573, NRM 2, POMI)
* Forms of Contract (FIDIC & CIDA Publications)

TECHNICAL SKILLS

* Computer Literacy : Proficient in MS Project, AutoCAD, MS Office Package and Primavera
* Native language is Sinhala and fluent in English
* Personal skills: Communication, Negotiation, Team work, Leadership, Creativity, Hardworking and Reliability are the basic personal skills developed

EXTRA-CURRICULAR ACTIVITIES

* Completed preveshika examination with First division Distinction and Prathama with II Division in Violin in Bhatkhande Sangith Vidyapath Lucknow India.
* Member in Building Economics Student Society (BESS) in University of Moratuwa.

PERSONAL PROFILE

* Name : Liyadipita
* Date of Birth : 7th June 1990
* Gender : Female
* Civil Status : Married
* Nationality : Sri Lankan

I do hereby acknowledge the aforementioned particulars are true and correct to the best of my knowledge. If an opportunity is offered to serve in your esteemed establishment, I can assure you that, I shall always perform my duties with commitment and loyalty.

Liyadipita 21 May 2018