AREAS OF EXPERIENCE

*Procurement strategy*

*Tendering &Contracts*

*Variations & Claims*

*Interim & Final payments*

PROFESSIONAL

***AIQS& RICS***

*Assessment of Professional Competence (APC Candidate)*

***IQSSL***

*Graduate Member*

ACADEMIC QUALIFICATIONS

***B.Sc. (Hons) in Quantity Surveying***

***University of Moratuwa, Sri Lanka***

***(First Class with Overall GPA 3.76)***

*April 2013- April 2017*

***(****Accredited by* ***RICS, PAQS, CICES)***

PERSONAL SKILLS

*Strategic planner*

*Self-Motivated*

*Analytical*

PERSONAL DETAILS

*Anujah Balarajah*

*G03, 194, 10th Street,*

*Discovery garden,*

*Dubai.*

*Email:* *anujah.384970@2freemail.com*

*DOB: 02/09/1991*

***Nationality: Sri Lankan***

**ANUJAH**

Quantity Surveyor

PERSONAL SUMMARY

 *A results driven, self-motivated and resourceful quantity surveyor. Possessing excellent foresight & the ability to plan ahead when working on construction projects. Can communicate effectively with developers / contractors & would be an asset to any employer who respects loyalty & responsibility.*

*Currently looking for a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.*

WORK EXPERIENCE

***Mynott Bowers (pvt) Ltd, Sri Lanka – (UK Company)***

*QUANTITY SURVEYOR* May 2017– March 2018

*Working as part of a busy team, taking responsibility for several schemes at differing stages and working with limited supervision. The workload includes particularly on evaluate the scope of works - Quantity take-off, preparation of BOQs & preparation of tender documents for UK construction systems, assist to seniors in the preparation of preliminary estimation & feasibility study.*

***JJBuilders (pvt) Ltd, Sri Lanka***

*QUANTITY SURVEYOR (Part time)*  November 2015– April 2017

*I was worked with the above contractor as a Quantity Surveyor at both pre & post contract. It is small scale contracting company and doing domestic government project under the grade registered with Institute of Construction Training and Development (ICTAD). The major duties were evaluating & pricing tenders, material procurement, prepare payment application, submitting variations.*

INTERNSHIPS

*AS TRAINEE QUANTITY SURVEYOR*

***Seirra Construction (pvt) Ltd, Sri Lanka -****(Contractor)*

March 2015– July 2015

***Duties:***

* *Quantity Take off for tendering, procurement & variations*
* *Material & Sub-contractor procurement.*
* *Attending meetings and liaising with stakeholders on commercial matters.*
* *Monitoring the cost of site resources.*
* *Inspecting and then valuing completed works.*
* *Checking subcontractor invoices and certifying payments.*
* *Writing contractual letters to client, sub-contractors and Consultants*
* *Prepare monthly payment application.*
* *Developing strong relationships with the clients, consultants and sub-contractors.*
* *Submit cost proposal for variations & get approval.*

 ***URO Cost Consultancy (pvt) Ltd,Sri Lanka -*** *(Consultant)*

 July 2015- November 2015

***Duties:***

* *Preparation of Tender Document and Bill of Quantities*
* *Preparation of Construction Program me*
* *Preparation of Cash flow*
* *Preparation of Cost estimates*
* *Preparation of Bank BOQ*
* *Preparation of Feasibility Study Report*
* *Checking the bills of the contractor*

KEY SKILLS AND COMPETENCIES

* *Experience of working on Civil and Mechanical Engineering projects.*
* *Experience at Section QS level*
* *Excellent Report Writing Skills*
* *Comprehensive understanding and Knowledge of* ***FIDIC 1999*** *Red Book*
* *Excellent Knowledge of Standard method of Measurements (****SMM7,CESMM3, nrm2, POMI****)*
* *Fluent in MS-Office 2013 Suite (Word, Excel, Power point, Access) and have a wide knowledge in* ***MS-PROJECT.***
* *Have a wide knowledge in* ***PREMEVERA***
* *Fluent in* ***AutoCAD 2010 and 2012***
* *Have considerable knowledge in computer hardware and software side*

ACHIEVEMENTS

*I did my dissertation on the topic of* ***“A Critical Study for Implementation of Taking off Software to the Construction Industry of Sri Lanka”.****Supervised by Dr. Mahesh Abeynayake, Department of Building Economics.Research approach was delphi survey and respondents were managing directors and senior quantity surveyors of consultancy and contracting organization. Aim of this research is to analyze the computerized taking off software and identify the potential barrier, strengths and opportunities to implement them to Sri Lanka.*

I am very much confident that I am capable of contributing more towards the betterment of your reputed organization while gaining invaluable experience in my fields of interest. I hereby certify that the above information furnished by me true and accurate to the best of my knowledge.