**KOPIKA**

**Kopika-391836@2freemail.com**

**APPLYING FOR JUNIOR QUANTITY SURVEYOR**



**PERSONAL STATEMENT**

I’m an adaptable and innovative team player, who is having experience in Estimation for tendering with the specialization of administration, coordination for the project involves from inception stage to completion stage/ Whole Life Cycle of the Built Environment.



**KEY SKILLS**

**Technical Skills**

1. AutoCAD o MS Office

o Excellent Knowledge in MS Access and Excel o Visual Basic and Macro

o Microsoft Project o Primavera

o SPSS

o Other Analytical tools

**Job Related Skills**

1. Reporting Skills
2. Administrative Writing Skills o Microsoft Office Skills

o Analysis

o A practical and logical mind and a methodical way of thinking o A creative and innovative approach to problem solving

o Strong numeracy and financial management skills

o An ability to learn sophisticated design and costing IT packages o Write clear and precise reports

o Relate complex information in a simple way to a diverse range of people

o Negotiation and team work skills and the ability to motivate and lead those on site

o Detailed knowledge of past and current building and construction technology, processes, materials, business and legal matters.

**General Skills**

1. Excellent Communication and Leadership skills o Analytical skills by using Excel and Access



**Education Qualification**

1. Diploma in Quantity Surveying and Built Environment reading for B.SC Hons in Quantity Surveying

**Professional Memberships**

1. Student Royal Institution of Chartered Surveyors (RICS) - UK.



**EMPLOYMENT RECORDS**

**Trainee Estimator / Quantity Surveyor (from Jan 2018 – Jan 2019)**

Company: Tecora construction (Pvt) Ltd – Sri Lanka

*Duration: From Jan 2018-Jan 2019*

**Responsibility**

1. **Tendering & Estimation (Pre-contract)**
* Taking off quantities
* Assisted in preparation of BOQ
1. **Procurement (Subcontract and Supply of materials)**
* Compiling drawings, specification and BOQ and other schedules
* Issuing Tender Inquiries to the subcontractors/suppliers
* Preparation of Tender/Bid evaluating and recommendation
* Assisted in preparation and arrangement of contract documents
1. **Contract Administration**
* Issuing Subcontract orders /agreement
* Assessment of subcontractor's Payment Application/invoices and preparation of payment certificates
* Managing subcontractor' insurances, warranties, bonds & Guaranties
* Work Studies
1. **Valuation & Variation**
* Preparation of Monthly progress Payment Application (Joint measurement, arrangement of supportive document such a WIRs/MIRs etc)
* Valuation of variation
1. **Documentation & Reporting**
* Managed and maintained all project related commercial documents
* Assisted on monthly reporting (Cost value reconciliation) progress work done to date, cost reporting by providing subcontract cost to date (Payment Certificate summary), accrued cost, cost to date (reviewing cost report issued by the accounts department with actual site records), cost to complete Etc….



**Languages**

1. English — Full professional proficiency. Tamil — Native or bilingual proficiency

**Projects Handle:**

Commercial bank 6 Stories building Project

**Personal Details**

1. Full Name: Kopika

o Date of Birth: 21-10-1994

o Sex: Female

o Nationality - Srilanka o Civil status : Single

