**CURRICULUM VITAE**



**ABDUL**

**Quantity Surveyor**

**Date of Birth:-1/12/1986**

**Total Experience: 8 Years (3 years India and 5 years Qatar)**

**Post applied for: Quantity Surveyor**

**CAREER OBJECTIVE:**

To apply my learning and skill set in the arena of project management with an aim to contribute towards the profit ability of the organization and endeavor to make the organization globally competitive.

**EXPERIENCE SUMMARY:**

Civil Quantity Survey with 8 years of professional experience in building construction of oil & gas field, estimation and costing, preparation of client and contractors running and final bills for payment. By applying methodologies that ensure project standards and minimize exposure and risk on project.

**EDUCATION QUALIFICATION:**

**Diploma in Civil Engineering-2012:** Under Board of Technical Education, Karnataka.

**DUTIES & RESPONSIBLITIES:**

* **Quantity Surveyor:** Forecasting the cost, quantity and budget of the engineering work,equipment, manpower and labor. Preparation of variation and comparative statement for NT Items (non BOQ items).
* **Client/PMC**: Preparation, Submission& certification of invoices. Maintain joint records, contractdeviations.
* **Project handling**: Attend client meetings, update project and budget status, briefing of clientbilling, Correspondence with client and HO, Evaluation of vender.
* **Site Team**: Check work in line with BOQ, note down deviations, Check consumptions, Work tomeasurable stage, account non-payable issue.
* **Contractor/Vender**: Coordinate with venders, Productivity check, checking of sub-contractorsbills in line with progress and client bill.
* **Plants and machinery**: Random check of utilization of machinery, Output VS revenue andrentals.
* **Security**: Random check of entry of incoming and outgoing vehicles, Gate passes and laborstrength.
* **Accounts and admin**: Revenue collection details, Sub contactors and agency billing andpayment.

**SKILLS:**

* Good working knowledge of MS Excel, Word & Auto CADD
* Team working.
* The ability to negotiate with sub-contractors for item rates and invoices.

**PROFESSIONAL WORK EXPERIENCE SUMMARY:**

***1) GROUP OF COMPANY***

**Current Designation: Quantity surveyor -Civil**

**Project:-Residential Building Muaither and Industrial steel factory Building**

**Key Functions:**

* Prepared Monthly progress invoice for work done at site.
* Estimation and quantity calculation of industrial steel factory Building
* Estimation and quantity calculation of Steel fabrication work
* Estimation and quantity calculation of RCC Building
* Prepare steel Bar Bending scheduled (B.B.S)
* Prepared Variation order for non BOQ items.
	+ Billing and effective dealings with Clients, Contractors and Vendors, and attending weekly Review Meetings with Clients
	+ Follow up with the clients and management regarding Claims checking, approval and payment.
	+ Documentation of all certified Invoice/claims.
	+ Coordinate with site team regarding Non BOQ Item of works, Additional works and drawing changes to claim additional invoice.
	+ Preparing budgets, detailed cost plans and performing cost control.
	+ Preparing tender and contract documents, including bills of quantities, preparing and analyzing costings for tenders.
	+ Providing advice on contractual claims, valuing completed work and arranging payments to sub-contractors.
	+ Participate in technical Review in QA/QC and Engineering works.
1. ***CONSTRUCTION CONTRACTING COMPANY in QATAR***

**Current Designation: Quantity Surveyor Civil**

**Project:** Villas and Residential Building Offshore Qatar Petroleum Project in **Halul** Island Qatar

**Key Functions:**

* As a Quantity surveyor forecasted the cost, quantity and budget of the engineering equipment, manpower and labor.
* Prepared Monthly progress invoice for work done at site & Variation order for non BOQ items.
* Follow up with the clients and management regarding Claims checking, approval and payment.
* Estimation and costing. Documentation of all certified Invoice/claims.
* Coordinate with site team regarding Non BOQ Item of works, Additional works and drawing changes to claim additional invoice.
* Checks and make sure that all necessary permits, licenses, etc. are in place prior to commencement of any commissioning activates
* Reviews the vendor documents
* Endorse/ Hand over documents from contractors/ suppliers at pre-commissioning completion stage confirming their acceptability
1. ***EMMANUEL CONSTRUCTION PVT LTD***

**Designation: Quantity Surveyor**

**Project:** High Rise Building & Residential Apartments Project, Vijay Nagar.

**Key Functions:**

* + As a Quantity surveyor forecasted the cost, quantity and budget of the engineering equipment, manpower and labour.
	+ Preparation, checking & certification of client, contactors RA & Final bill.
	+ Preparation of variation and comparative statement for NT Items (non BOQ items)
	+ Working to keep the project within the budget & time.
	+ Prepare the Steel Bar Bending scheduled (B.B.S)
1. ***R KAPI ENGINEERS PVT LTD***

***Mansarovar station Mumbai***

**Designation: Quantity Surveyor & Billing Engineer**

**Projects:**

(1) Residential Apartment and villa and Hotel Building (Jindal steel Pvt Ltd Odisha )

**Key Functions:**

* Client &Contractors RA, Final bill preparation, checking, bill certification
* Preparing, negotiating and analyzing costs for tenders and contracts. Allocating upcoming work to contractors.
* Conducting feasibility studies to estimate materials, time and labour costs
* Valuing completed work and arranging for payment.

**SOFTWARE PROFICIENCY:**

* Auto Cad knowledge
* Revit Architecture and 3ds Max , Micro soft Project
* MS EXCEL,MS Word, Power Point knowledge

**PERSONAL DATA**

Country

Language known

Marital Status

Religion

Current Location

: India

: English, Hindi, Kannada, Malayalam &Tamil.

: Married

: Muslim

: Bangalore-India

Email: abdul-398239@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**Above said Information's are true and with documented.**