***Application for the post of***

***Professional Quantity Surveyor***

Dear Sir,

I am a graduate **CIVIL ENGINEER** with **Diploma in Quantity Surveying from** **RICS** as well as **Quantity Surveying, Billing, Tendering, Procurement & Contract Management Course from Bhadani Institute**, and having **5 years** of experience of which 1 year in **India** and 4 years in **Sultanate of Oman** with extensive knowledge as Quantity Surveyor, Estimating, Tendering & Contract Management (Pre Tender & Post Tender) such as block residential units, commercial complexes, high rise buildings, Ministries buildings, Hospital & road projects and in other related infrastructure works. I worked with best reputed construction ISO/BS companies, gained good knowledge in Estimating, Tendering & Quantity Surveying, Contract Management and procedures as added advantages for better management and developing methods.

I hereby enclose my resume and details of experience for your kind review.

Thanking You

Yours faithfully

***JAVED***

*******CURRICULUM VITAE*

 **Javed**

**E-Mail:** ***javed.387892@2freemail.com***

**Career Objective:**

* Seeking a suitable & challenging opportunity in a growth oriented organization as **Professional Quantity Surveyor** which will benefit from implementing my skills and experience will be an asset, as well offer me the opportunity for increasing levels of responsibility and professional growth and I look forward to a challenging assignment, wherein my Engineering knowledge and experiences could be utilized and appreciated to the optimum level.

**Professional Qualification:**

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| --- | --- | --- |
| **QUALIFICATION** | **DURATION OF COURSE** | **GRADE** |
| **Bachelor of Technology in Civil Engineering**... From Monad University in the year of 2014-Hapur (U.P.). | 4 Years | First |
| Diploma in Quantity Surveying/Contract Management from **Royal Institute of Chartered Surveyor (RICS) & Pursing for R.I.C.S. Membership.** | 6 Months | First |

**Certificate Course:**

* **Certificate Course in Quantity Surveying from Bhadani Quantity Surveying-New Delhi.**
* **Certificate Course in Billing Engineer from Bhadani Quantity Surveying-New Delhi.**
* **Certificate Course in Tendering & Procurement from Bhadani Quantity Surveying-New Delhi.**
* **Certificate Course in Contract Management from Bhadani Quantity Surveying-New Delhi.**
* **Well knowledge of FIDIC-Contract in construction.**
* Expert in use of Construction Computer Software **(Candy-QS Software)**.
* All Certificates are authenticated by **Ministry of HRD/External Affairs & UAE Consulate**.

**Computer Skills:**

* Expert in use of MS Excel, MS Word, MS Windows, Internet, ERP, Auto Cad…

**Professional Experience:**

* Total Experience: **-** 5 Years
* Total Experience in Oman:**-** 4 Years
* Total Experience in India:**-** 1 Years

**Presently Working:**

**M/S Awadh Infra Solution PVT. LTD at Lucknow-Utter Pradesh-India**

* Period: July 2018 to Till Date.
* Post Held: Estimation-Manager

**Experience in Oman:**

**M/S Assarain International Cont. Company LLC-Ghala**

Excellent Grade Company

* Period: July 2014 to June 2018.
* Post Held: Sr. Estimator/Sr. Quantity Surveyor

**Responsibility:**

**Pre-Tender:**

* Receiving tender Documents & registering as per ISO requirements, Critical tender analysis with respect to BOQ, Specs & drawings. Rate analysis with current market prices and review with existing rates, sub-contractors rate analysis, preparation of lump sum prices including taking off of quantities to draw quoting level after discussions taking into aspects like competition, work load availability of resources etc. With regards to ISO/Company's requirement quarterly tender analysis, register related to department quality objectives etc is prepared, updated time to time & maintained. Preparations of BOQ are for various projects as per POMI and relevant international standards & inquire the current rate of various materials for rate analysis & Certification of quantities, submission of tender, Estimates of all types of buildings& road like Hospital, Residential, Commercial, Industrial Project, Road Project, Pipe Line, Water reservoirs from tender stage drawings, Preparation of Enquires, Follow up with suppliers for quotation including negotiations, Review of tender stage drawing with BOQ, Preparation of BOQ and necessary tender documents along with the MEP works.

**Some Major Project Awarded & Involved**

**Ministry Of Regional Municipalities & Water Resources**

* Construction of Slaughter House at Buraimi R.O 720,000.000

**Ministry Of Housing**

* Construction of Housing Unit at Dibba (MOH) R.O 1,240,000.000

**Private Projects:**

* Construction of Intl School at Seeb for A’Soud Group-Dubai R.O 4,550,000.000
* Construction of Building (2B+2P+6 Fl) at al Khuwair. R.O 3,200,000.000
* Construction of Mosque at Sohar. R.O 2,000,000.000
* Construction of Grand Mall at Barka. R.O 3,500,000.000

**Ministry Of Sports Affairs**

* Construction of Sports Club at Ghala Height R.O 2,580,000.000

**Ministry Of Education**

* Construction of 12 Class Room School at Al Braik R.O 1,200,000.000

**Ministry Of Health & Electricity Department**

* JalanBani Bu Hassan Hospital at South Sharqiya R.O 7,361,000.000
* Sub-Station for MEDC, MAZOON Electricity Dist Co. R.O 2,540,000.000

**Post-Tender:**

* Involved sourcing & finalization of materials, preparation & follow up monthly valuation including the payments from the client, Preparation of variation claims up to Final accounts. Cost and construction budget estimates for various projects (Monthly wise & for whole project). Preparation of Financial Reports for various projects. Finalization of sub-contractor for various works. Preparation of monthly cash flow. Negotiation with subcontractor and supplier, follow up for MAS approval, preparation of subcontractor measurement and billing,

**Project Execution:**

* Monitoring of Projects, Preparation of monthly progress report. Representation of monthly progress meeting. Coordination with site & head office, preparing material approval request, follow-up for MAS submission & Approvals. Follow up for shop drawing preparation & checking, submission &approval follow up for as built drawing & preparation of operation & maintenance manual. Liasoning with Consultant & client. Preparation of estimates and bills, quantity survey. Quality control Supervision of Industrial, Commercial, Residential, buildings & Roads Works along with the MEP works & knowledge of Land Survey with **Auto Level, Theodolite & Total Station,** Knowledge of Testing of Material etc.

**Area of Expertise:**

* Being a head office Sr. QS/Sr. Estimator my core area of work includes preparation of BOQ, Contract Document/Agreement for tendering up to submission and negotiation with Client. Monthly valuation up to final account, and preparation of additional claims (If any). Preparation and certification of sub-contractor's bill of draft for different activities, Preparation of contract agreement.

**Negotiation Skills:**

* Also positioned as a representative of the company in case the matter goes in the hands of uninformed. Negotiation on any extra financial claim by sub-contractor / other agencies involved in the enduring job.

**Experience in India:**

**M/S Off Shore Industrial Construction Pvt. Ltd. Mumbai**

* Period: December 2013 to May 2014
* Post Held Quantity Surveyor-Trainee
* Duration: 6 Months

**Projects Involved:**

* Construction of Reservoir & Pipe Line at BORL Refinery Ltd-Bhopal INR 22 Crores
* Construction of Residential Building (B1+B2+GF+2P+9TF) at Mumbai INR 28 Crores