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| **Quantity Surveying / Contract Administrating Professional** **Email:** **rinos.392438@2freemail.com** |
| **Profile Summary:** |
| I am an HND completed Civil Engineer, experienced over one-year in Sri Lanka Construction industry worked for building project. Possessing excellent foresight and the ability to plan ahead when working on construction projects. Can communicate effectively with developers / contractors and would be an asset to any employer who respects loyalty and responsibility.I am now presently available in UAE – Sharjah, looking an opportunity as Quantity Surveyor / Junior Contract administrator in construction project in any part of UAE.I hereby in this resume presents my qualification and experience and personal details for your consideration. |

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| **Educational Qualification:** | **HND in Civil Engineering, 2018** Sri Lanka Institute of Advanced Technological Education |
| **Other Trainings and Short Courses:** | * **Project Management Professional Concept and Primavera P6**
* **Advanced Computer Aided Draughting & Designing Using AutoCAD**
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| **Professional Qualification:** | * Associated Member of Incorporated Engineers Sri Lanka (IIESL)
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| **Work Experience:** | 1. **Assistant Quantity Surveyor at Central Engineering Service Limited (PVT), Sri Lanka – (From Oct/2018 – Present)**

**Duties Involved:*** Taking-off measurements from drawing, and BOQ preparation;
* Compilation of Tender Documents for sub-contracting;
* Prepare monthly statements for payment application with proper substantiations to justify the progress sought;
* Preparation of documents for variation cost proposals, and claims;
* Maintaining records of change or variation order, potential variation details and claim details for management overview and follow-ups;
* Maintaining records of manpower, material, plant & equipment;
* Reviewing of sub-contractors and supplier’s payment applications;
* Assisting project manager for preparing monthly progress internal and external report; and
* Assisting Sr. Quantity Surveyor in preparing cost report.
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|  | 1. **Trainee Civil Engineer at Central Engineering Service Limited (PVT), Sri Lanka – (From March/2017 – September/2017)**

**Duties Involved:*** Prepare the progress report;
* Checking the accuracy of the work during proceeding;
* Responsible for managing of the formwork, reinforcement and concreting works at site;
* Responsible for the interior works and finishing works at site.
* Involved in taking site measurement of completed works for sub-contractor's payment.
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| **Key Projects Involved:** | * Staff Accommodation and Training Center of People’s Bank of Sri Lanka – Project Value: 5 Million US Dollar; and
* Base Hospital – Kalmunai, Sri Lanka – Project Value: 7.2 Million US Dollar;
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| **Areas of Expertise:** | * Contract Administration: Familiar with Red FIDIC 1987 form of Contract;
* Quantity Surveying Measurements and BOQ Preparation: Familiar with Principles of Measurements (International) POM (I);
* Good Knowledge of Building Information Modeling Application: Familiar with Auto CAD, SAP2000 And Revit Architecture (Lumion);
* Sound Knowledge of Construction Planning Applications: Familiar with P6;
* Cost Control and Cost Reporting.
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| **Personal Details:** | Nationality | : Sri Lankan |
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