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| **RINOS**  C:\Users\MUNAF\Downloads\0_2_fact_1 (1).jpg |
| **Quantity Surveying / Contract Administrating Professional**  **Email:** [**rinos.392438@2freemail.com**](mailto: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** | |
| **Professional Qualification:** | * Associated Member of Incorporated Engineers Sri Lanka (IIESL) | |
| **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. | |
|  | 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. | |
| **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; | |
| **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. | |
| **Personal Details:** | Nationality | : Sri Lankan |
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