# Velvet



## Quantity Surveyor

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| EDUCATION  Bachelor of Science in Civil Engineering Licensed Civil Engineer  PROFESSION  Civil Engineer Quantity Surveyor  NATIONALITY  Filipino  TRAININGS & SEMINARS  Project Procurement Management  (April 2014)  ESTIDAMA  Construction Audit Training (Mar 2014)  Philippines Institute for Chartered Quantity Surveyor (PICQS)  30 Hours CPD  (September 2013)  Basic STAAD Training Engineering Technology Center (Dec. 2008)  Basic CADD 2002 OWWA (Sep.2006)  PSI Asia –  Basic Leadership Success Seminar (Feb. 2004)  Autocad Basic and Intermediate (Apr. 2002)  LANGUAGES  English Tagalog | SUMMARY  Licensed Civil Engineer, with over 12 years’ experience as Quantity Surveyor for both Pre & Post Contracts Works for various type of Construction Projects such as Commercial & Residential Bldgs., High End Private Villas, Hotels, Palace including Infrastructure works.  PROFESSIONAL EXPERIENCE  April 2017 – Present  Dubai, UAE  Quantity Surveyor (Post Contracts)  Project Name : Design & Construction of Residential & Private Villas - Akoya Oxygen Project Location : Al Qudra, Dubai, UAE  Developer : DAMAC Properties  Other Projects :   1. Construction and Renovation of Mediclinic Hospital (Formerly Al Noor Hospital) in Airport Road, Abu Dhabi 2. Construction and Development of Expo 2020 Village in Dubai South, Dubai UAE Responsibilities :  * Reports to the Commercial Manager and Sr. Resident Engineer. * Responsible for all Commercial/Techical Matters for 2 Cluster – Pacifica (640 Villas) & Sanctnary (388 Villas) with different Contractors. * Evaluates Contractor’s Interim Payment Application and prepares recommendation to Client and upload in Project Connect. * Evaluates Contractor’s submitted Variation Order against RFI, Engineer’s Instructions and changes between Tender Vs IFC Vs DM approved drawings and prepares recommendation to Client. * Coordinates with the Resident Engineer and Site Engineer for further information and details required in order to conclude the Payment Certificates or Variation assessment. * Provides cost estimates to Employer for any “Change Order Request” (COR), Anticipated Variations due to change in design or any additional works based on comments from RFI, Shop Drawings and Engineer’s Instructions. * Preparation and Updates of the Monthly Cost Report to be provided to the Client and attends the Monthly Cost Report Meeting. * Provides the Updated Variation Log to Client and attends weekly Variations meeting with the Client for further discussion and organize the Bi-Weekly Variation meeting with the Contractor for their movement / action plan. * Organize and send meeting invitations to have a joint meeting involving the Site team, Commercial team & Contractor’s representatives to discuss further any Commercial & Technical issues/concern. * Prepares Letter/Correspondence to Contractor in response to their letters regarding technical and commercial matters. |

May 2016 – April 2017

Quantity Surveyor (Post & Pre Contracts)

Projects : Private & Residential Villas, Mosque, Commercial Building in Abu Dhabi, UAE Responsibilities :

*Post Contracts QS Works :*

* Responsible for All Technical and Commercial issues/matters for all on-going Projects such as Preparation of Payment
* Application or Invoice to be submitted to Client.
* Preparation of Variation Claims with all supporting particulars required, and update Variation Log.
* Update Statement of Accounts & Preparation of Monthly Cost Report of each Projects.
* Provides support to Operation Manager/Team regarding Technical & Commercial matters (i.e. Correspondence, preparation of LPO, Material Submittals & Documents Transmittal, Evaluation of Quotation, Progress Report, Follow up Payments from Client).

*Pre Contracts QS Works :*

* Review of Tender Drawings / Specification, Preparation of BOQ’s as required.
* Undertake Quantity Take-off as required in preparation of Commercial Proposal.
* Responsible for sending inquiries to vendors and prepare Evaluation Reports.
* Preparation of Subcontractor’s Letter of Award.
* Evaluate Subcontractor’s Progress Claim and Variations Claim.
* Preparation of Final Statements, Project Closeout and Warranty Certificate to be issued to Clients

January 2016 – May 2016

Quantity Surveyor (Post Contracts)

Project Name : Renovation, Alteration & Fit-outs of Existing Building - Ezdan Palace Hotel Client : Ezdan Holdings

Consultant : Cumming (Project Management/Cost Consultant) & MZ & Partners Location : Al Shamal Road, Al Gharafa, Qatar

Responsibilities :

* Reports to Operation Director/Commercial Director/Commercial Manager & Project Manager.
* Update the Execution Budget for all the Scope/Work packages
* Preparation of Project Claim Projection/Forecast Report.
* Preparation of Progress Claim/Valuation.
* Preparation of Variation Claims, ensure complete particulars (i.e. RFI, Approved SD, IFC & IFT Drawings, Site Instruction, etc.) and update the Variation Log.
* Undertakes Quantity Take-off based on Drawings and compares it against Drawings Issued for Tender.
* Perform material take-off prior to LPO.
* Responsible for sending enquiries to Subcontractors and Suppliers for all work packages.
* Prepare Cost Analysis or Evaluation reports.
* Preparation of Subcontractor’s Letter of Award / Agreement & Variation Order.
* Prepares Material submittals/transmittal.
* Evaluates/Verification of Subcontractor’s Invoices & Preparation of Subcontractor’s Payment Certificates.
* Evaluates/Verification of Subcontractor’s Variation Claims.
* Support and coordinate with Project Team supervisors/Engineers for any Technical issues/concerns at site.

July 2012 - December 2015

Quantity Surveyor (Post & Pre Contracts)

Project Name : Construction, Completion & Maintenance of 3 Residential Buildings - Plot C74, C75 & C76 Location : Rawdhat Abu Dhabi, UAE

Developer : REEM Developers

Consultant : EWAN Architectural & Engg. Consultancy Duration : September 2013 - December 2015

Responsibilities (Post Contracts) :

* Reports to Construction Manager, Contracts Manager, Project Manager & Deputy General Manager.
* Attending Weekly Meeting with the Consultant & Project Team to discuss Technical & Commercials issues/matters, preparation of Minutes of Meeting.
* Any additional task assigned or required by Project/Construction Manager such as preparation of Monthly/Weekly Report and preparation of Correspondence, Submittals/Transmittals and other documentation.
* Quantity Take-off and preparation of schedule of Quantity for all the Work Packages and verification of Contract Drawings & IFC Drawings against Tender Drawings.
* Preparation of Monthly Progress Payments Applications / Valuation Claim.
* Preparation of Variation Claims.
* Review/ Evaluates Subcontractor’s Invoices/Progress Claim and preparation of Payment Certificates.
* Preparation of Final Statement of Accounts for all the completed Scope of Works.
* Prepares Monthly Cash Flow & Cost Report as required by the Management / Commercial Team.
* Evaluation Report on all the PC & PS Items and preparation of detailed BOQ based on IFC Drawings.
* Preparation of Technical Submittals of each scope for Consultants review and approval.
* Responsible for sending enquiries/ RFQ to Subcontractors and Suppliers for all work packages & maintain vendor’s database.
* Review the Subcontractor’s scope for recommendation to Project & Construction Manager regarding technical, commercial and contractual matters.
* Analyze and clarifying exclusions / qualifications within the competitive offers received and prepare Cost Analysis or Evaluation report.
* Prepares submittals of Work packages & update the vendor / procurement implementation schedule.
* Preparation of Subcontractor’s Agreement as per final negotiation.
* Sending RFQ to Vendor’s/ Subcontractor’s for certain scope of Works for Tender Projects.
* Provide support to Tender Team for Tender Projects within UAE and prepares Technical Proposal.
* Undertaking Cost Analysis for repairs and maintenance Works includes preparation of BOQ.

Project Name : Mixed Used Development, Commercial Bldg, Private & Residential Villas in Askar, Bahrain Duration : July 2012 - September 2013

Responsibilities (Pre-Contracts) :

* Reports to Contracts Manager & Senior Quantity Surveyor
* Scrutinize, review of tender drawings / documents & preparation of summary of scope of works to incorporate w/in the tender commercial offer.
* Preparation of Tender BOQ if required with description based from tender drawings & specification provided.
* Quantity Take Off for all Civil & Architectural elements thru Auto-CAD.
* Re-measure / Take off of all Civil & Architectural quantities in BOQ.
* Maintain vendor’s database, and responsible for RFQ / enquiries to vendor’s and compilation of tender/bid offer submissions.
* Analyze and compare quotations received at bid stage and clarifying exclusions/qualifications within.

January 2010 – July 2012

Quantity Surveyor (Post & Pre Contracts)

Project Name : Construction & Completion of Luxury Five Star Hotel - Royal City Seasons Hotel Client : Bin Ham Group

Consultant : James Cubitt and Partners Consultants Location : Electra Street, Abu Dhabi, UAE

Responsibilities :

* Reports to Commercial/Contracts Manager and Technical/Procurement Manager.
* Responsible for all Commercial matters such as verifying Invoices of Subcontractors/Suppliers and prepares Payment Certificates and prepares detailed Manpower Report.
* Responsible for RFQ and prepares evaluation report based from the competitive quotes and maintain vendors database and provide support to Manager with regards to contract administration (LOA/LOI/SCA).
* Preparation of Job Advice / LPO for Rebar and prepares Material Delivery Submittals(MDS) for major materials delivered to site (Blocks/Rebar/Concrete & others) also Submit Concrete Pouring Record (CPR) and responsible for tracking / maintaining the records of these materials delivered to site.
* Coordinates with Site Engineer’s to maintain complete and up-to-date records of progress and Weekly Site Monitoring / Inspection of Progress for Miscellaneous Architectural Finishes & maintain/update the checklist of progress of work & submit to Project Director.
* Give support to Tender Team thru RFQ, follow up & preparation of BOQ and all necessary requirements for Tender Project.

### PROJECT EXPERIENCES IN PHILIPPINES (2004-2009)

2008 – 2009

HSO Construction

Quantity Surveyor (Post & Pre Contracts) Osmena Blvd., Cebu City, Philippines

Projects :

1. Construction of SSS Building
2. Construction of Roads & Highways

Responsibilities :

* Monitor Ongoing Project & Prepare Detailed Accomplishment Reports.
* Responsible for sending inquiries to suppliers for costing purposes.
* Prepare Voucher & Payment Certificates for Our Suppliers.
* Prepare DTR Summary & Payroll of Laborers/Workers.
* Pre-Contracts Quantity Surveying Works
  + Preparation of Detailed Estimate of each Items/Scope of Work.
  + Prepares Tender Documents - Technical & Financial Proposal.
  + Attend Pre-Bid Conference.

2004 – 2008

CDU Construction

Quantity Surveyor (Post & Pre Contracts) Calbayog City, Western Samar, Philippines

Projects :

1. Construction of Commercial Buildings and Residential Bldg.
2. Improvements of Roads & Highways

Responsibilities :

* Responsible for the Inquiry of Materials & Prepares Purchase Order of Materials.
* Estimation Works and Provide bill of materials/construction cost.
* Prepares Manpower-Hours report and payments to workers/labourers.
* Monitor Accomplishment or Progress of the Project & Prepares weekly report.
* Responsible for coordination of all technical details.
* Compile information and Prepare reports concerning projects and related activities.

Private / Personal Projects :

1. Residential Project Supervision
   * Handles / Supervise & Manage the Project in all aspect .
   * Prepared Technical Plans – Structural & Architectural Details of the Project.
   * Manage Cost & Controls expenditures within limitations of project budget.
   * Responsible for Materials Inquiries & Purchasing.
2. Design & Estimate of 2-Storey Commercial Building
   * Prepares Structural Design Data, Architectural & Structural Plans
   * Prepares Detailed Estimate & Bill of Quantities.