

**Curriculum Vitae**

**RAZIUDDIN**

**Position Applying : Quantity Surveyor.**

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| **E-mail** | **:** **raziuddin-397519@gulfjobseeker.com** |
| **Visa Status** | **:** | **On notice period.** |

**Career objective: -**

**To work in a challenging environment for a professionally managed and growth oriented organization where my potentials and experience as a Site Engineer can be utilized to their maximum capacity.**

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| **Professional Experience: -** |  |
| **Company Name** | **:** |  |
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| **Role** | **:** |  | **Civil Quantity Surveyor** |
| **Duration** | **: From FEB 2017– Till to date** |
| **Location** | **:** |  | **Dubai – UAE** |
| **Project** | **:** | **1) G+1+R. ATWAAR VILLAS,** |
|  |  |  | **18 VILLAS PROJECT, AT JUMEIRAH** |
|  |  |  | **Circle DUBAI.** |
|  |  |  | **2) G+5 RESIDENTIAL BUILDING,** |
|  |  |  | **WARQA 1, DUBAI.** |
| **Company Name** | **:** |  | **GAR CONSTRUCTION.** |
| **Role** | **:** |  | **Civil Quantity Surveyor** |
| **Duration** | **: From July 2015 – To January 2017** |
| **Location** | **:** |  | **Hyderabad – India** |
| **Projects** | **:** |  | **B2+G+16, COMMERICAL PROJECT,** |
|  |  |  | **HYDERABAD, INDIA.** |

**Job Responsibilities as a quantity surveyor: -**

**Preparation of Bill of Quantities.**

**Preparation of Weekly and Monthly Reports as per progress.**

**Preparation of Monthly valuations as per progress. Preparation of Variations.**

**Preparation of Escalations.**

**Make site visits to make measurement on site for actual completed works.**

**Assessing the contract documentation and valuations.**

**Prepare and submit the take-off sheet and get approval from the Client representative in preparation for the monthly billing.**

**Prepare and measure the work done as per contract documents, monthly payments and final accounts.**

**Assessing the contract documentation and valuations.**

**Follow and maintain Company standards of Quality in accordance with Company Quality System requirements.**

**Participated in the preparation of proposals.**

**Advised on cost effective construction methods**

**Placed orders with subcontractors and managed subcontractor's claims and resolved disputes.**

**Prepared payment/invoices for sub-contractor and send out notices to sub-contractor to proceed work as established.**

**Ensured compliance with policies and procedures**

**Maintain a database with comparison sheets for market prices covering all items that might appear in projects BoQs and Material forecasting for ensuring continuity in execution of work**

**Educational Qualifications: -**

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| **B. Tech (Civil)** | **: Jawaharlal Nehru Technology University (2015).** |
| **Intermediate** | **:** | **KAKATIYA JUNIOR COLLEGE (2011).** |
| **S.S.C.** | **:** | **KAKATIYA HIGH SCHOOL (2009).** |

**Professional Qualities: -**

**Excellent ability to develop and maintain the team works and relations. Committed towards perfection in work entrusted.**

**Positive minded, responsible, result-oriented and have the capacity to quickly learn and implement new methods, systems and procedures.**

**Have the ability to look at situations from the client's point of view.**

**Can handle multiple tasks effectively and very much flexible with time.**

**A disciplined & dedicated hard worker with a sincere approach for quality work.**

**Calm & Maintains a positive attitude towards work when under pressure.**

**Skills: -**

**B. TECH in Civil Engineering from JNTU HYDERABAD. Diploma in Quantity Surveyor.**

**Proficient in Auto cad 2D.**

**Software Microsoft Word, Excel Sheets, Power point. Fluent in English, Strong Communication Skills.**

**Good Knowledge of the Engineering, Estimation and Construction process. Ability to lead and motivate.**

**Technical abilities and knowledge.**

**Trainings/Certifications: -**

**Diploma in Quantity survey. Auto cad 2D.**

**MS-Office.**

**Personal Detail:-**

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| **o** | **Address** | **:** | **Dubai** |
| **o** | **Gender** | **:** | **Male** |
| **o** | **Nationality** | **:** | **Indian** |
| **o** | **Date of birth** | **:** | **24/06/1994** |
| **o** | **Marital Status** | **:** | **Unmarried** |
| **o** | **Languages** | **:English, Urdu, Hindi & Arabic.** |

**PLACE : UAE** **(RAZIUDDIN)**