

APPLICATION FOR THE POST OF QUANTITY SURVEYOR (CIVIL & ARCH)

Dear Sir/Madam,

I would like to apply for the above mentioned post. Herewith I enclose my Curriculum Vita for giving sufficient details about my career with educational and Professional achievements for your reference.

I am a Sri Lankan Quantity Surveyor has successfully completed NCT (Q/S) from College of Technology, Sammanthurai, Sri Lanka.

- I have 6.5 years of working experience (GCC 4 Yrs.in Qatar) with Contractor and Consultant Engineers in the field of Quantity Surveying in the construction industry.

I worked in the following firms:

1. Qatari Development Company (QDC) - Qatar.
2. Sankan Construction (Pvt).Ltd - Sri Lanka.
3. Department of Buildings - Sri Lanka.

I have been working with contract range from pre-contract to post-contract duties on various types of projects which all include Civil&Arch Works.

I consider myself to be a very dedicated worker in various roles as Quantity Surveyor in the construction industry because I have a strong academic background and gained good professional experience in Quantity Surveying and Contract Administration.

I seek opportunities to utilize my knowledge of Quantity Surveying and my skills gained to date in the construction industry and to take up challenging role in the career as a Quantity Surveyor / Cost Engineer.

Mob/What Sapp No: [+974 30987383](tel:+97430987383)

E-mail: rajiyasmohamed@gmail.com

I have attached my CV & I am expecting your reply as soon as possible.

Thanks & best regards

u.m.Rajiyas

U.MOHAMED RAJIYAS

NCT in Quantity Surveying

Mob: +974 30987383

Qatar

E-mail: rajiysmohamed@gmail.com



HIGHLIGHTS

- ❖ A seasoned professional with around 6.5 years of experience (GCC 4 Yrs.) in Quantity Surveying in building works with Pre & Post Contract Experience.
- ❖ A hardworking, self-motivated and responsible individual who enjoys meeting challenges and seeing them through successfully while remaining confident and good humored under pressure.
- ❖ A friendly, mature and flexible individual with a proven entrepreneurial approach towards objectives and tasks.
- ❖ Comfortable with analyzing and understanding data, working under time pressure and presenting myself in a professional manner.
- ❖ Exemplary relationship management, communication skills with the ability to network with project members, consultants, and contractors.
- ❖ Proficient with present construction methodologies, systems in compliance with quality standards and adept at ensuring effective and optimum use of available resources.

PROFESSIONAL QUALIFICATIONS

- ❖ **National Certificate in Quantity surveying**
Department of Technical Education & Training College
College of Technology, Sammanthurai- Sri Lanka.

ADDITIONAL QUALIFICATIONS

- ❖ **Diploma in AutoCAD 2D & 3D with Quantity Surveying Practices**
Advance Technological Centre for Cad Studies and Planning (CCSP), Kalmunai, Sri Lanka.
- ❖ **Certificate in MEP Quantity Surveying Practice**
The aCADDemy, College of Architectural Engineering Technology, Kalmunai, Sri Lanka.
- ❖ **Computing Operation, Internet & E-mail (MS-Office and MS-Project packages)**
Ministry Of Science Technology and Research
Vidatha Resource Center, Sainthamaruthu, Sri Lanka.

OTHER OBTAINED

- ❖ Has attained The **Bronze Standard** of the **International Award** for young people.
- ❖ Certificate of Accident Management Training.

KEY DELIVERABLES

- ❖ Cost management functions including Pre contract feasibility studies, concept design stage Estimating, cost planning.
- ❖ Initial studies of tender documents and preparing tender brief.
- ❖ Preparation of enquiry list for obtaining subcontractor's quotation.
- ❖ Preparing queries or missing detail list to clarify with the consultant in tendering stage of the project.
- ❖ Preparation of complete bill of quantity including taking off quantities for finishes & structural work along with reinforcement quantities in details for the project.

- ❖ Detail study of drawings, specification, and Bill of quantities.
- ❖ Provide technical clarification and advised to subcontractors and suppliers to get quotation for specialized work.
- ❖ Evaluate and compare subcontractor's quotation and discuss with materials department for finalization of cost price.
- ❖ Preparations of Comparison Quotation statement of obtain quotation to choose the best offers from sub- contractor or suppliers Quotation.
- ❖ Comparing tender drawings with construction drawings to identify variation to scope of works.
- ❖ Preparing Bill of Quantity based on available brief data in accordance with Principle of measurement.
- ❖ Interim Valuation.
- ❖ Preparing Subcontractor payment.
- ❖ Variations.
- ❖ Quantity Take off for Procurement material order.
- ❖ Preparing Sub contractor Payment Status.

KEY STRENGTHS AND SKILL

- ❖ Familiar with FIDIC, Conditions of Contract
- ❖ General Condition of Contract (Qatar)
- ❖ Used and familiar with standard method of measurements
- ❖ Principal of Measurement International (POMI)
- ❖ Standard Method of Measurement (SMM7)
- ❖ Civil Engineering Standard Method of Measurement (CESMM3)
- ❖ New Rules of Measurement (NRM)
- ❖ Excellent knowledge in Quantity surveying fundamentals in all aspects and special interest in civil areas
- ❖ Fluent command in English and Tamil Languages
- ❖ Fast learner and ability to adapt to new and dynamic environment quickly and good team player with leadership skills.
- ❖ Proficiency in MS windows, Internet & E-mail with computer packages in following aspects
- ❖ General - MS office packages, MS office Project and Internet

EXPERIENCE RECORD

Duration	:June 2015 - to date
Designation	:Quantity Surveyor
Company	:Qatari Development Company (QDC)
Project Value	:QAR 120 Million
Employer	:BARWA
Project Title	:Fox-Hills North 'J' Dara A - Lusail city
Duties & Responsibilities	: Monthly interim Valuation, Certifying Sub Contractor Payment Certificates, Procurement Quantity take off, Material Enquiries and Quoting Quotations, Identifying the variations, Preparing Variation Orders and negotiates with Consultant, Comparison between Tender and Construction stage and cost analysis, Rate built-up from first principles, price Analysis for the New Items which can be compared with the Original BOQ for new Item, Familiar with FIDIC Conditions of Contract.

Other Project Under Taken (Qatar)

- Commercial Building - Al-saad
- Commercial Building - Bin Mohmoud
- 3Nos.Barracks For Qatar Armed Force (QECE) - At Sailiyah
- Construction of 38 Villas (18 Villa Compound And 20 Individual Villa Type A, B&C) - Al Duhail.
- Construction of Office Building (2B+G+2) At the D-Ring Road.

Duration :April 2013 - March 2015
Designation :Quantity Surveyor
Company :Sankan Construction Pvt. (Ltd), Srilanka
Project Value :LKR 85 Million
Employer :Department of Building, Sri Lanka
Project Title :Luxury Apartment and Hotel
Duties & Responsibilities : Taking off Quantities and getting site measurements, Estimation for Extra works and variations, Preparation of bills for variation works, Calculating material consumption against work completed, Preparing Interim Valuations, Preparation of Bar Schedule and Bill of Quantity (BOQ), Handling sub- contractors payments at site, Negotiation with sub-contractors, Planning of the resources, measurement of works of building and MEP, Programming, budgeting, costing.

Duration :October 2012 - March 2013
Designation :Quantity Surveyor
Department :Department of Buildings, Ampara, Sri Lanka.
Project :Renovation for Hospital Building and Rest Houses
Duties & Responsibilities :Detail Structural & Architectural Quantity Take off, Enquiry Preparation, Evaluate and compare subcontractors quotation and discuss with materials department for finalization of cost price and Completely involving in Technical & Commercial Bid preparation.

PERSONAL PROFILE

Full Name :Usair Mohamed Rajiyas
Name with Initials :U.Mohamed Rajiyas
Nationality :Sri Lankan
Passport No :N3602658
Date of Birth :1991-05-01
Gender :Male
Marital Status :Married
Postal Address :Old Murra, Doha - Qatar.
Permanent Address :439c, Mosque Road, Kalamunai-08, Sri Lanka.
Languages known :English, Tamil& Malayalam
Mobile :+974-30987383
E-mail Address :rajiasmohamed@gmail.com

REFERENCES

References will be given up on request.

I hereby certify that the above particulars provided by me are true and correct. In the event of being selected, I assure that I would perform the duties entrusted to me to the best of my ability.

Mohamed Rajiyas