

Application for the Post of Quantity Surveyor

(Transferable Visa with NOC)

Dear Sir,

Refer to above the Post and applying same, I graduated in **Higher National Diploma in Quantity Surveying** and additional skill knowledge of FIDIC, IMM, and AutoCAD & MS Office with 5 years including 3 years in GCC excellent experience in Building Construction & services as Quantity Surveyor with reputed organizations.

And my major scope of duties and responsibilities are as follows;

- Preparation of BOQ for New Project.
- Preparation of Valuation of Variation& Variation Order, Extra Work and Claims.
- Preparation of Monthly payment application
- Reviewing subcontractors & issued agreement
- Issuing monthly/weekly progress report
- Preparation of Monthly Payment Certificate.
- Confirm the Interim payment evaluation against the site progress for Clients.
- Preparation of Cost report.

I can assure you that my experience, industry knowledge and track record to date make me a strong candidate for this role. I possess all of the attributes you're looking for and I believe this position is a perfect fit.

I look forward to hearing from you, my contact details can be found on my resume. I am available for an immediate start.

Sincerely yours,

M.N.Muhammeth Nathees
+974-55038823

M.N. MUHAMMETH NATHEES
QUANTITY SURVEYOR (FJPC)
DOHA, QATAR
Phone: +97455038823
E-Mail: mnathees@gmail.com



OBJECTIVES

To seek a responsible position within an Organization in order to utilize my qualification and experience as Quantity Surveyor.

CAREER SUMMARY

I graduated in **Higher National Diploma in Quantity Surveying**, with additional skill knowledge of **FIDIC, IMM, and AutoCAD & MS Office**. I have professional experience in Quantity Surveying includes Pre & Post Contract for the past **5 years including 3 years in GCC**.
Time Management - Work under tremendous work pressure & meet with the deadlines with ease and efficiency.

PROFESSIONAL EDUCATION

- B.TECH (Level 5) Higher **National Diploma in Quantity Surveying & Construction Economics** Awarded by– Pearson, UK (1st Class Upper).
- **Diploma in AutoCAD 2D & 3D**. Conducted by Indian institute of computer aided design and draft center, Sri Lanka
- Diploma in computer software awarded by MIIT in Sri Lanka

EXPERIENCE HISTORY

Company: Franklin Joseph Projects Consultant, UAE

Project Cost: AED 400 Million

Designation: Quantity Surveyor

Duration: Feb 2017 to Mar 2018

Project Details: Al Hamriya & Umm Hurair Development (Apartments)

Duties and Responsibilities:

Preparation of Monthly payment Certificate, Confirm the Interim payment evaluation against the site progress for Clients, Issuing monthly/weekly progress report to the Client, Preparation of Variation order for the Variation for MEP works, Preparation of Monthly Cost report, Dealing with the Value Engineering for Variation Works, Preliminaries estimation based on sketches for MEP Works, Rate analysis for new item, Preparation of final Account, Issuing of Request for Change and Engineer Instruction to the Client, Preparation of the Commercial Report for Prime cost Items, Attending Related Meeting with the Contractor and Engineer

Company: Anel Group, Qatar

Project Cost: QAR 250 Million

Designation: Quantity Surveyor

Duration: March 2016 to February 2017

Project Details: Red Line South Elevated and at Grade (Doha Metro Project)

Duties and Responsibilities:

Preparation of BOQ for New Project, calling for quotation & Rate Analyses for the New Items, Joint Measurement, Preparation of Monthly payment application, Site Coordination & LPO Checking, Issuing monthly/weekly progress report, Taking Physical measurement at site for the valuation purposes, Preliminaries estimation based on sketches, Reviewing of Subcontractors Payment and issuing payment certificate.

Company: Sidra Construction – Qatar

Project Cost: QAR 320 Million

Designation: Quantity Surveyor

Duration: February 2015 to March 2016

Project Details: Various Building, Civil & Irrigation Work

Duties and Responsibilities:

- Preparation of Valuation of Variation
- Preparation of Monthly payment application
- Reviewing subcontractors & issued agreement
- Issuing monthly/weekly progress report
- Site measurement & Joint measurement
- Preliminaries estimation based on sketches
- Rate analysis for new item
- Reviewing of Subcontractors Payment and issuing payment certificate
- Attending Progress review meeting with the main contractor/Consultant.
- Maintain relevant contemporary records and formats.

Company: Uni-CAD Builders (Turnkey Developers), Sri Lanka

Project Cost: SLR 100 Million

Designation: Quantity Surveyor

Duration: January 2013 to January 2015

Project Details: G+ 4 Storey Building and Play Ground.

Duties and Responsibilities

- Take-off quantities, Preparation of BOQ
 - Preparation of Valuation of Variation
 - Preparation of Monthly payment application
 - Site measurement & Joint measurement
 - Preliminaries estimation based on sketches and Rate analysis
-

SKILLS

- Good Command of the English Language
- Familiarity and ability to utilize all contract documents including FIDIC
- Ability to utilize the Auto Cad software, Read and Interpret Drawings.
- Competent in IT Skills & Ability to Operate the Microsoft office Packages.
- Possession of good interpersonal and Communication Skills
- Strong Analytical Styles.

COMPUTER KNOWLEDGE

- Microsoft Office 97- 2010 (excel, power point, etc)
- Auto CAD 2009 – 2014 (Drafting , productivity, 3D)
- Photo shop

PERSONAL DETAILS

- Full Name: :Muhammeth Niyasdeen Muhammeth Nathees
- Date of Birth : 27th august 1992
- Gender : Male
- Passport No : N4625957
- Marital Status : Single
- Nationality : Sri Lankan
- Current Location : Doha, Qatar
- Language : English

Here by I assure that the correctness of above details for the best of my knowledge.

M.N.M.Nathees
