

Dear Sir/Madam

Further to your advertisement, I Would like to apply for the position of **Quantity Surveyor**

I seek opportunities to utilize my Knowledge of Quantity Surveyor and my skills gained to date in the construction industry and to take up challenging role in the carrier as a Quantity Surveyor, because I have a strong academic background and gained good professional experience in Quantity Surveyor.

As a Quantity Surveyor preparation of projects estimation, including bill of quantities, cost estimation, take off quantity from drawings, preparation of interim payment and final payment, preparation of weekly and monthly progress report, preparation of cash flow, Rate Analysis for New Items, Reviewing of Shop Drawings and Cross Section, Documentation & Claiming of Variations and negotiation of Claims.

I also have excellent IT skills and good basic knowledge of Ms Office , Auto cad & Power Point .

I hope that u will consider me for this position. I am available to attend an interview at any time suitable for you, and I hope to hear from you in due course.

Your Sincerely,

ZEESHAN BASHIR

Mob No. 00971-54-5884015 & 00971-55-8319296

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ZEEZHAN BASHIR

QUANTITY SURVEYOR

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zeeshanbashir555@yahoo.com



Career Focus

I am self-motivated person with strong creative and development skills. My objective is to be with a professionally managed and target oriented organization, having ethical products / services, with a work environment conducive for exploring my technical and administrative capacities.

Area of Competency

- ❖ Engineering & Construction
- ❖ Roads & Highways and Bridges
- ❖ Water & Sewerage Work & PipeLine
- ❖ Strom Water Network & Irrigation
- ❖ Utility & Infrastructure
- ❖ Street Lighting Work & Traffic Control System

Academic Education

- ❖ Matriculation (Science) From AJK Board of Intermediate & secondary education Mirpur Azad Kashmir
- ❖ H.S.C (From AJK Board of Intermediate & secondary education Mirpur Azad Kashmir)

Technical Education

- ❖ Diploma of Quantity Surveying (Two Year)
 - ❖ Diploma of Civil Surveying (One Year)
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Work Experience

As Quantity Surveyor having **07 years** of progressive work experience (**1 including 6 years in U.A.E & 1 year in Pakistan**) in the field of Quantity Surveying including Preparation of Bill of Quantities, Interim as well Final payment certificates, variation orders, Escalation, Unit Rate Analysis, Takeoff the quantities from drawings, evaluation of road structure, Earthworks and Utilities services. Progress daily weekly as well monthly monitors progress report. Hold meetings with consultants, Guide line to draftsman for preparation of Shop Drawings & As built, Monitoring of work progress, Billing of Sub Contractors, Checking of Sub contractors Tasks according to contract Agreement.

Computer skills

- ❖ Knowledge of Computer aided design Auto Cad, MS Office, Microsoft Word, Excel and PowerPoint .

Technical skills

- ❖ Excellent command of oral and written English and fluent in other languages too.
- ❖ A keen learner and believer of developing new skills to the way forward for work efficiency.
- ❖ Demonstration ability of high Motivation, Hard work and Versatility.
- ❖ Strong Interpersonal Skills.

- ❖ Negotiation skills.
- ❖ Leadership qualities.
- ❖ Result oriented working.
- ❖ Good communication skills.
- ❖ Developed stress/Management Skills.
- ❖ Proficient English.

Key Strength

Quality of motivating others, Team work, dedicated, hardworking, sincere, Honest, with good communicating skill possessing great amount of patience with positive thinking, believing in doing best to achieve best in life & ability to deliver the good with punctuality

PROFESSIONAL EXPERIENCE

Ghantoot Transport & General Contracting LLC (Road Division)

- ❖ September 2017– Present
- ❖ Project Title Construction of Roads Infrastructure and Public Realm for the Phase II of
 - Sector E25 Abu Dhabi
- ❖ Client Department of Abu Dhabi Municipality
- ❖ Employer Musanada (Abu Dhabi General Services Company)
- ❖ Consultant Dorsch Gruppe (Dorch Holding GmbH)
- ❖ Position Quantity Surveyor

Responsibilities included

- Preparation of Interim Payment Application with respect to work progress on site.
- Preparation of Final Statement of Account incorporating all approved Variations.
- Reviewing the design/shop drawings and ordering the required materials as per Specifications.
- Preparation of Weekly & Monthly Progress reports.
- Take of quantities of area of Civil, electrical and mechanical works from drawings.
- Prepare budgets, estimates & recap.
- Preparation and submission of request for approval with relevant documents and co-ordinate with consultant.
- Prepare B.O.Q for initial orders, and cash flows, preparation of progress reports, prepare comparative statements, prepare new rate.
- Submission of Bills , dealing with consultant.
- Estimation & Backup Documents preparation of Variation Order.
- Experience in managing both lump sum & re-measurable type of contracts.
- Monitoring of the progress at various stages of work
- Preparation of payment certificates for sub-contractor Application.
- Certifying the sub-contractor invoices by joint measurement for progress payment purpose.
- Monthly monitoring the delivered/claimed material and reporting it to the Construction Manager.
- Closely monitor the work progress and report to the Project Manager advice/action (as needed).
- Award of sub-contractor orders & tracking subcontract works.
- Preparation of final jobs close out report and analyzing with theoretical quantities verses actual quantities and preparation of AS built drawings.
- Follow-up with concerned sub-contractors to ensure the smooth execution of works and to avoid delay.
- Team work, Cooperation and Communication
- Prepare B.O.Q for initial orders, progress reports and cash flows.

Al-Geemi & Partners Contracting CO L.L.C.

- ❖ October 2014 – September 2017

- ❖ Project Title Priority Works (Street lighting, Storm Water Drainage and Kerbs) In Khalifa City Zone 1/1
- ❖ Client Department of Abu Dhabi Municipality
- ❖ Consultant M/S Mouchel Middle East Limited.
- ❖ Position Quantity Surveyor

Responsibilities included

- Reviewing the design/shop drawings and ordering the required material(s) as per Specifications.
- Preparation of Monthly Running Bills and Final Bills Progress reports.
- Take of quantities of area of Civil, electrical and mechanical works from drawings.
- Prepare budgets, estimates & recap.
- Preparation and submission of request for approval with relevant documents and co-ordinate with consultant.
- Prepare B.O.Q for initial orders, and cash flows, preparation of progress reports, prepare comparative statements, prepare new rates and prepare final payment
- Submission of Bills, dealing with consultant.
- Monitoring of the progress at various stages of work
- Preparation of documentation for sub contract order.
- Monthly monitoring the delivered/claimed material and reporting it to the Construction Manager.
- Closely monitor the work progress and report to the Project Manager advice/action (as needed).
- Award of sub-contractor orders & tracking subcontract works.
- Preparation of final jobs close out report and analyzing with theoretical quantities verses actual quantities and preparation of AS built drawings.
- Follow-up with concerned sub-contractors to ensure the smooth execution of works and to avoid delay.
- Team work, Cooperation and Communication

Al-Geemi & Partners Contracting CO L.L.C.

- ❖ December 2012 – October 2014
- ❖ Project Title Internal Roads at Various Locations in Al Ain-Stage 16/1
- ❖ Client Department of Al Ain Municipality
- ❖ Consultant M/S Ahmed Abul Warith .
- ❖ Position Junior Quantity Surveyor

Responsibilities included

- Preparation and submission of request for approval with relevant documents and co-ordinate with consultant.
- Preparation and submission of Interim & Final Payments Statements.
- Follow-up with site instructions to ensure it completes in time.
- Preparation of Monthly & weekly progress reports and Cash flow.
- Measurement & calculation of earth work cut & fill Quantities using Auto CAD
- Coordinates with Surveyor, Draftsman and Foreman for proper assessments.
- Follow-up with concerned subcontractors to ensure the smooth execution of works and to avoid delay.
- Closely monitor the work progress and report to the Project Manager advice/action (as needed).
- Checking of as built and shop drawings.
- Prepare B.O.Q for initial orders, progress reports and cash flows.

Domestic Work Experience (Pakistan):

- ❖ March 2012 – August 2012
- ❖ Employer Head Quarters 492 Engineers Group.

- ❖ Project Title Worked at Various projects with the Team of Head Quarters 492 Engineers Group.
- ❖ Position Junior Quantity Surveyor

Responsibilities included

- Checking and finalization of interim payment certificates.
- Reviewing of new rates and preparation of Variation order
- Handling of project requests and maintaining the record
- Checking and maintaining the record material on site.
- Preparation of monthly and weekly progress report

Language	Speaking	Reading	Writing
English	Good	Good	Good
Arabic	Good	Good	Good
Urdu	Good	Good	Good

Personal Information

- ❖ Father's Name Mohammad Bashir Khan
- ❖ Date of Birth 11-Dec-1991
- ❖ Gender Male
- ❖ Marital Status Single
- ❖ Religion Islam
- ❖ Nationality Pakistan
- ❖ Visa Status Employment
- ❖ Passport No CQ3840191

Reference: Available on Request.