



MARIAN EDIRISINGHE

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PROFILE SUMMARY.

Flexible, adaptable and hardworking individual who seeks to work in a dynamic environment so as to achieve individual and organizational growth.

PERSONAL INFORMATION

Date of Birth 12.10.1990

Nationality Sri Lankan

Civil Status Married

Visa Status Company Visa (ERC)

WORK EXPERIENCE

Emirates Roads Contracting, February 2017 onwards , Dubai, UAE – Assistant Quantity Surveyor
Project :Serena Development Dubai Land – Dubai, Construction of Infrastructure Services (Storm water Drainage network, Sewerage Network, Irrigation Network, Fire Fighting Network, Potable water Network, Etisalat / DU Network, Irrigation & Fire Fighting Reservoir and Pump Station).

- Taking off measurements for all services of the project.
- Preparing Interim Payment Applications.
- Preparing Sub-Contractor Payment Certificates.
- Handling Variations with consultants.

Emirates Roads Contracting, February 2017 onwards , Dubai, UAE – Assistant Quantity Surveyor
Project :M1000/1 Special Works (RTA Project), Nad Al Sheba– Dubai, Construction of Infrastructure Services

- Preparing estimates, Daily Program Records & Measurement Sheets
- Handling the Maximo System by uploading work orders in Maximo at RTA.
- Preparing and maintaining proper records of all hard and soft documents.

**Middle East Shipping and Cargo Clearing, 2013-2014,
Administration and Purchasing**

Collecting Quotations and making Invoices for the company.
Attending meetings with clients.
Handling remittances.

**Quality Vitamins and Herbs, Glasgow, 2008-2010,
Sales advisor**

Two years' experience working in a health store which included activities such as attending customers, call handling, promoting great value products, creating awareness, petty cash handling and inventory control.

**British Heart Foundation, Glasgow, 2009,
Sales representative, Voluntary Experience.**

Six months experience working in a charity shop raising funds for people with heart diseases which included creating awareness, customer interaction.

EDUCATION

BSC in Quantity Surveying, Sheffield Hallam University.

Currently in progression

Diploma in Quantity Surveying, Arab Institute for Accounts and Legal (AIAL), 2017.

**MA in Business and Management
University of Glasgow, UK (September, 2008- June 2012)**

The degree provided strong grounding in the mechanics of business and management, and has also taught time management, prioritization skills, organizational and analytical skills. During the degree frequent presentations were conducted to present any work, hence gaining presentation and communication skills in the process.

Women's Higher College of Technology, Ras Al Khaimah, UAE (2008)

IELTS English Course – Band Score of 6.5

School Attended : Scholars Indian School, Ras Al Khaimah, UAE

Advanced Level (2008) – Successfully passed

Ordinary Level (2006) – Successfully passed

SKILLS

Interpersonal Skills

A very friendly person who is a keen listener with a positive attitude and excellent negotiation and problem solving skills.

Communication skills

Developed excellent communication skills through presentations, group work at the University workshops and by interacting with customers at work.

Team Work.

Worked effectively with colleagues at work to reach a common goal.

Participated in charitable endeavors and other outdoor activities through University and work.

ADDITIONAL SKILLS

Languages : English (Fluent)

Sinhala (Fluent)

Hindi (Fluent)

IT Skills : Microsoft Word

Microsoft Excel

Microsoft Powerpoint

REFERENCES AVAILABLE ON REQUEST