

Date : December 17, 2018

From : Aliyar Alifutheen

To : Human Resource Manager

Subject: **APPLICATION FOR THE POST OF QUANTITY SURVEYOR**

Dear Sir / Madam,

I am an enthusiastic highly motivated Quantity Surveyor with an excellent working knowledge in the Construction field and pro-active team member with experience of major construction projects.

I have gained more than **8.5 years** of overall experience in Quantity Surveying in construction industry (**1.5 year in UAE, 4 years in Qatar and 3 years in Sri Lanka**). I have diversified experience in pre & post contract duties on various projects in various disciplines.

I assure that I will render my services to the best of my effort and skills to your esteemed organization with my hard & bona-fide work. At the moment I am in U.A.E with visit visa and looking for an opportunity to prove my worth in your organization.

Your favorable response in this regards will be highly appreciated.

Thanking you

Yours truly,

Aliyar Alifutheen

Tel: +971 581959235

CURRICULUM VITAE – QUANTITY SURVEYOR

ALIYAR ALIFUTHEEN (Sri Lankan)

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PROFILE

Brilliant Academics and Successful track record in accomplishing wide range of civil construction projects within specified delivery parameters.

Competent Quantity Surveyor with strategic service contribution of 8.5 years (5.5 years in Gulf & 3 years in Sri Lanka) in Quantity Surveying working with 'A' Grade Construction Companies.

OBJECTIVE

To utilize the full potential of “Quantity Surveyor” in the construction industry while involving in most of the managerial activities to realize the experiences, academic qualifications and personal skills as well.

PERSONAL INFORMATION

- ✚ Name in Full : Aliyar Alifutheen
- ✚ Date of Birth : April 01, 1988.
- ✚ Sex : Male
- ✚ Marital Status : Married
- ✚ Nationality : Sri Lankan
- ✚ Passport No : N3440995

EDUCATIONAL QUALIFICATION

- ✚ Completed Advanced Diploma in Quantity surveying at The Oxford College of Management – Sri Lanka (U.K registered).
- ✚ Completed Diploma in Quantity surveying at The College of London Business School - Sri Lanka.
- ✚ Completed Certificate in Quantity surveying at Nenasala Centre – Sri Lanka.
- ✚ Completed G.C.E Advance Level Examination in Mathematics.
- ✚ Completed G. C. E. Ordinary Level, Sri Lankan Examination Department.

COMPUTER SKILLS

- ✚ Completed Certificate in Information Technology (MS-Office 2010, Excel, Word, Internet & E-mail, Networking Essentials, PC hardware, etc.)
- ✚ Completed Certificate in AutoCAD -2D Drawings
- ✚ Completed Certificate in 3D Max Modeling
- ✚ Hand Experience in Take-off software PlanSwift.09.

EXPERIENCE SUMMARY

	Company Name	Position	Duration
1	M/s. Al Arif Contracting. Co. LLC. Dubai-UAE, Since April 2017 Still date.	Quantity Surveyor	1.5 Years
2	M/s. Al Jaber Engineering LLC, Doha – Qatar. Since April 2013 to February 2017.	Quantity Surveyor	4 Years
3	M/s Sierra Construction Ltd, Sri Lanka. Since March 2012 to March 2013.	Quantity Surveyor	3 Years
4	M/s Rasangi Construction Company – Sri Lanka. Since April 2010 to February 2012.	Assistant QS.	

PROFESSIONAL EXPERIENCE

1. Quantity Surveyor in M/s. Al Arif Construction Company LLC. Dubai – U.A.E, Since March 2017 to Present for Post Contract .

Presently working project is Construction of 27 Units of Residential Apartments (each unit G+4) in Ras Al Khor for client M/s. Al Wasl with Consultant M/s. ECC. The contract Value is AED 700 Million as lump sum.

Major Responsibilities.

- ✚ Take-off actual quantities as fast and accurate by using the Plan Swift-QS Software.
- ✚ As per site requirement, utilize the take-off quantities for Material Requests Order, BOQ of Subcontractor/Supplier's agreements, Subcontractor progress payment, Main-contractor's IPC, Variation, cost report and progress quantity.
- ✚ Prepare Subcontractor/supplier payment certificate based on S/C agreement payment terms including site approved work progress sheet and Site Engineer's concern on deduction for any violation / unqualified workmanship.
- ✚ Prepare Payment Tracking (Log) of Subcontractors and co-ordinate with account dept. to update the Proof of Payment.
- ✚ Co-ordinate with site team and tech. dept. to identify the variation might be raised by the Engineer via verbal or note on RFI / Shop drawings /etc.
- ✚ Review Engineer Instruction for Variation, prepare quantity comparison for varied items and analyse unit rate & amount in order to submit the Variation Order.
- ✚ Prepare Variation Order Log and updating.
- ✚ Co-ordinate with Time Keeper to preparer monthly labour cost report including direct labours and supplier labours.
- ✚ Co-ordinate with Store Keeper to update monthly Materials Delivery Record.
- ✚ Keep proper record of the QS documents such as letters, S/C agreements, Invoices, RFI for Variations, IPC, etc.

2. Quantity Surveyor In M/S. Al Jaber Engineering LLC – Qatar, From April 2013 To February 2017 for Pre Contract.

Major Responsibilities.

- # Prepare the Tender Review file and report to Bid Leader.
- # Check the tender documents, if any anything misses, send query to client.
- # Review the project scope, specification, drawings, BOQ's preamble and make quantity take off and check the client BOQ.
- # Prepare the Unit quantity breakdown to build up the unit rate.
- # Dealing with pre-tender clarification and supersedes if receive any revised documents.
- # Prepare the separate documents (Scope, Specification, Drawing, BOQ etc.), send the inquiry to supplier and specific subcontractors and receive the quotations.
- # Evaluate the quotation and prepare the Comparison statement for material and sub-contract works.
- # Fully co-ordinate and be helpful with Estimator to build up rate through CCS software.
- # Assist Bid Leader with post tender clarification.
- # If the project is awarded, prepare the hand-over report and forward to contract department with full set of original Tender document.
- # Prepare the variation cost breakdown.

3. Quantity Surveyor In (Sierra, Rasangi Construction) SriLanka, Since April 2010 – March 2013.

Major Responsibilities.

- # Take-off quantities and building measurements.
- # Interim Payment Certificate preparation.
- # Prepare the measurements sheet.
- # Preparing of Monthly bill for the sub-contractors
- # Preparation of Material requisition plan.
- # Prepare the BOQ for sub-contractors.
- # Checking and finalizing subcontractor's Valuation and Preparing Payment Certificate.
- # Preparing the labour contractors work sheet and finalization it.
- # Identify the variation item and prepare the variation order sheet.

DECLARATION

I do hereby declare that the particulars given above are true and accurate to the best of my knowledge. Thanking you,

Yours truly,

A. Alifutheen