

COVER LETTER

Position: Project Coordinator / Quantity Surveyor

Date: 30 Oct, 2018

The Director,

Subject: Application for the post of Quantity Surveyor

Dear Sir,

With due respect, it is stated that I have come to know through your source:

(<http://www.indeed.com>) dated 30 Oct, 2018 that a vacancy is lying unoccupied under your kind control.

I offer my services for Quantity Surveyor.

My resume is stated below:

Name: Ghulam Mustafa, Father's name: Ghulam Sarwar, Date of Birth: 01-06-1984,

Pak-NIC#: 33301-2442790-1, U.A.E. ID Number # 784-1984-3760591-4, Passport # BP 0877902

Qualification:

- ✓ **DAE (CIVIL ENGINEERING) 2010 from GCT FSD** (Attested Govt. UAE)
- ✓ **CIVIL SURVEYOR (Diploma in Quantity Surveyor) 2011**
- ✓ **Certification in QA/QC Civil Engineering from RICE USA** (Attested Govt. UAE)
- ✓ **Matriculation in 2001** (Attested Govt. UAE)
- ✓ **Intermediate in 2004**
- ✓ **Graduation in 2006**
- ✓ **PGD-IT (Post Graduate Diploma Of Information Technology in Computer Science in 2007)**
- ✓ **Computer knowledge**
- ✓ **Microsoft Office (word ,Excel, Access, Power Point, Presentation, Outlooks, Office365)**
- ✓ **Auto Cad 2D&3D**
- ✓ **Corel Draw, Adobe Photoshop**
- ✓ **Internet Researches**

Experience: 07 years' experience as Quantity Surveyor in various fields of infrastructure like High Construction ,Industry, Rise Buildings, Villas , Road, Foundation, Piling, Shoring, D-wall, Construction , Landscaping, Civil Works and Turnkey, interior fit out, joinery, Aluminum Glazing, curtain wall etc.

In view of the above said details, it is requested with thanks that I may please be given a chance to serve in your department. I shall be greatly grateful to you for this act of kindness.

Yours sincerely,

Ghulam Mustafa

GHULAM MUSTAFA CURRICULM VITAE

Present Location : AL ZAHYA ABU DHABI UAE
Phone: UAE: 00971524419370, 00971525341497

PAK: 00923336856796

Relocation : Any Where

Email: sarwar1994@hotmail.com
gmmustafa0@gmail.com

S/O: Ghulam Sarwar

Nationality: Pakistani

Religion: Islam

Marital Status: Married

CNIC: 33301 2442790 1

Passport: BP0877902

Gender: Male

DOB: 01 June 1984

Domicile: Toba Tek Singh



CAREER OBJECTIVE

To contribute toward growth and development of dynamic organization

Where there are ample opportunities to grow both personally and professionally and where I can utilize my knowledge effectively by being productive for the organization and for society.

HIGHLIGHTS OF THE EXPERIENCE

As Quantity Surveyor with more than 7 years .Competencies in relevant field infrastructure like Buildings, Villas, Warehouses and High rise building, Foundation, Piling, Landscaping, Joinery, interior fit out Experience Pre and post-contract in site management and supervision of the Staff.

Sound knowledge of Construction method sand construction sequences According to Method Statement.

EXPERIENCE

- a) Working on ADDC, AJC, DOLPHINE, PENSPEN Projects as a Quantity Surveyor in HADEED EMIRATES CONTRACTING (HEC) COMPANY LLC Abu Dhabi United Arab Emirates.
- b) Working as a Quantity Surveyor in Nssc international Dubai from June, 2015 to 2018 United Arab Emirates.
- c) Working as a Quantity Surveyor in Predic Engineering & Works Lahore from Aug. 2010 to Feb. 2015 in Lahore Pakistan.

SCOPE OF WORK:

Infrastructure like High Rise Buildings, Villas, Foundation, Piling, Shoring, D-wall, Construction, Landscaping, Civil Works and Turnkey, interior fit out, joinery, Aluminum Glazing, curtain wall etc.

Key Skills and Duties

- a) *BOQ, Estimation, Invoicing/Payment certification, Contract documentation, instructions, Takeoff Quantities, Tendering, Quotations, Local Purchase Order, Submittals, Manage technically, BOQ site activities Report, Solve Problems*
 - b) *Billing, Cost Engineering & Evaluation, Cash flow chart, Estimation, Project Management*
 - c) *Communicate and liaise effectively with colleagues and architects, subcontractors, contracting civil engineers, consultants, co-workers and clients*
 - d) *Prepare estimates and bids for clients, request Proposals for Subcontractors*
 - e) *Preparation of variation orders, preliminary schedules project and calculation of escalation*
 - f) *Maintain Contract Execution Tracking Log*
 - g) *Identifies labor, material, and time requirements by studying proposal, blueprints, specifications, and related documents*
 - h) *Undertake complex and repetitive calculations*
 - i) *Schedule material, source construction materials and equipment purchases and delivery;*
 - j) *Correct any project deficiencies that affect production, quality and safety requirements before final evaluation and project reviews.*
 - k) *Provision of procurement advise, Preparation of cost estimates;*
 - l) *Have an in-depth knowledge of the quantity surveying. Well conversant with all relevant IS & British Stander and Codes, FIDIC Contract & Specification, JCT, NEC3, QCS, CESMM3, POMI, SMM 7, SMM6,, and Gulf region's Conditions of Contract.*
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- *Proficient in preparation Bill of Quantity, methodology to be adopted for execution of works, monitoring, checking of progress invoicing, quality and quantity check at site and issuing interim certificates, Change order, variation orders of subcontract works and interpretation of contract clauses and specifications for assorted construction project Quantity take-off for all structural and block work elements;*
 - *Production monitoring i.e. man-hours invested in completing items of work for both horizontal and vertical elements;*
 - *Record variations / deviations from contract drawings;*
 - *Analyze site conditions for production delay claims;*
 - *Pricing labor component in structural variations;*
 - *Pricing labor and material component for structural elements at tender;*
 - *Familiar with methods of measurement for high-rise building works*
 - *Produce and provide accurate forecasts of project cost to completion and final value.*

- *Continually monitor projected costs to completion in line with budget*
- *Ensure contract variations are identified, valued and turned into agreed variation orders with the customer in a timely manner*
- *Manage the sub contract tender process, including the selection of sub-contractors and provision of all relevant contract and schedule documentation*
- *Ensure that each sub-contractors account is managed strictly in accordance with their terms and conditions*
- *Variations and claims – facilitate the resolution of disputes relating to outstanding payments to subcontractors and creditors*
- *Provide input in construction project commercial/legal/strategic meetings*

m) s.

n) *Auto Cad 2d & 3d*

o) *Ms excel ,Ms Word, Ms Access, Power Point, In page, Coral Draw, Adobe Photo Shop etc.*

TECHNICAL & IT SKILLS

- *ERP, Construct ware and Aconex {Online Collaboration platform for project and data management}*
 - *Auto Desk Products {Auto Cad Professional, 2D & 3D Quantity Take off }, (Auto CAD 2004 to 2016)*
 - *3D studio Max , Chief architect Primer and Adobe photo shop use for render scene*
 - *Operating System32-64 bits {XP, Vista, Window 7, Window8, Window 8.1 and Window10}*
 - *Microsoft office Professional, Excel, Word, Power Point 2007-2018*
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KNOWLEDGE COMPETENCES

- *DAE Civil (Diploma in Civil Engineering) PBTE 2010 (Attested Govet. UAE)*
- *CIVIL SURVEYOR (Quantity Surveyor)2011*
- *Certification in QA/QC Civil Engineering from RICE USA (Attested Govet. UAE)*
- *Matriculation in 2001 (Attested Govet. UAE)*
- *Intermediate in 2004*
- *Graduation in 2006*
- *PGD-IT (Post Graduate Diploma Of Information Technology in Computer Science in 2007*
- *Computer knowledge*
- *ERP*
 - ✓ *Microsoft Office (word ,Excel, Access, Power Point)*
 - ✓ *Auto Cad 2D&3D*
 - ✓ *Corel Draw*
 - ✓ *Adobe Photoshop*
 - ✓ *In page*
 - ✓ *Internet Researches*

REFERENCES: Reference will be provided upon request