

OBJECTIVE

Quantity Surveyor with 6+ years' experience in the construction industry who possess a strong background in Cost reporting, budgeting, contract documentation and administration and, etc. with an excellent deadline record. I am seeking an opportunity as a Quantity Surveyor / Claims & Contract administrator, with an established employer who offers opportunities for progression and advancement through demonstrated excellence.

PROFESSIONAL EXPERIENCE

QUANTITY SURVEYOR (COST) – January 2024 – up to date

Sigma Construction Inc, Piscataway, New Jersey, United States

Projects Involved:

- Quantity take-off works at New Boesel Residence, New Jersey, America
- Quantity take-off works at 490 Central Plaza (G+4), New Jersey, America
- Quantity take-off works at 430 Main Street, Hackensack (G+6), New Jersey, America

Duties and Responsibilities:

- I have works in Quantity take-off used software Planswift or Bluebeam Revu in all Div. Div.03 Concrete, Div.04 Masonry, Div.05 Metals, Div.06 Wood, Div.07 Thermal Moisture Protection, Div.08 Openings, Div.09 Finishes, Div.10 Specialties, Div.11 Equipment, Div.12 Furnishings, Div.21 Fire Protection, Div.22 Plumbing work, Div.23 Mechanical works, Div.26 Electrical works, Div.31 Earthwork.
- I have work in USA or IN Project Residential & Commercial Building.
- Researching the cost of items such as materials, transport, labour, and equipment.
- Establishing and maintaining relationships with contractors and vendors.
- Getting quotes from suppliers and contractors within a specified time frame.
- Preparing and submitting quotations and details of costs for work to be done.
- Assisting with new contracts and supporting the activities of buyers.
- Monitoring the costs at the different stages of a project to ensure it stays within the estimated costs.
- Cooperate with client/s and other industrial professionals, such as project directors, site managers, and engineers to achieve project's goals.

PROJECT ENGINEER (CIVIL) – January 2017 – December 2023

NDK Construction, Nagpur, Maharashtra, India

Projects Involved:

- Construction of Bio-Medical Building for PWD, Nagpur, Maharashtra, India: INR 35 Lakh
- Construction of Cement Concrete Road for PWD, Nagpur, Maharashtra, India: INR 45 Lakh
- Construction of Security watch tower for Moil Ltd, Nagpur, Maharashtra, India: INR 50 Lakh
- Construction of Residential Building (G+3) for house Nikhil Umale, Nagpur, Maharashtra, India: INR 60 Lakh

Duties and Responsibilities:

- Evaluation of Contractor's payment applications (both Re-measurable & Lump Sum contracts)
- Preparation of cost implications for variations and evaluation of contractors' variations / claims submissions.
- Preparation of cost reports for clients
- Final accounting and preparation of cost analysis for completed projects.
- Pricing Tenders, preparation of tender documents, take-off quantities, preparation of preliminary estimates, and pre-tender estimates.
- Preparing BOQs and Engineer estimates.
- Preparation of Contracts.
- Rate analysis, tender evaluation, and report writing

EDUCATIONS QUALIFICATIONS

- BE (Hons) in Civil Engineering (2012 –August 2016)

Nagpur University – Rashtrasant Tukadoji Maharaj University – Nagpur, Maharashtra, India.

Successfully completed Civil Engineering BE (HONS) degree (AICTE Accredited) with a **First-class First Division**.

SKILLS

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|--------------------------|---------------------|
| • Cost reporting | • Bluebeam Revu |
| • Cost estimating | • Planswift |
| • Contract Documentation | • BOQ preparation |
| • Cost planning | • MEP |
| • Auto CAD | • Change management |
| • MS Office | • Team work |
| • On-screen take off | • Leadership |

LANGUAGES

English, Hindi, Marathi.