

SUBAIR IHSAN

Quantity Surveyor

HND in Quantity Surveyor

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Location: Jeddah, KSA



Profile

I am a skilled quantity surveyor with more than five years of experience, and my areas of expertise are data input, AutoCAD, document management, and preparing BOQs. My methodical approach guarantees precise resource allocation, cost calculation, and project analysis. With my proficiency in AutoCAD, I produce accurate drawings and my data entry abilities provide smooth documentation. Bills of Quantities (BOQs) and cost control are two areas in which I thrive. I pick things up quickly and adjust to changing industry norms. I'm dedicated to using my knowledge to support prosperous building projects and working well with interdisciplinary teams.

Experience

- **Quantity Surveyor (June 2022 – March 2024) (22 Months)**

Arabtec Construction L.L.C (Dubai, UAE)

Responsibilities:

- Preparation of Interim payment application.
- Negotiation with subcontractor and suppliers and preparation of subcontractor bills.
- Updating daily reports and progress reports.
- Take off MEP quantities

- **Quantity Surveyor (April 2020 – May 2022) (24 Months)**

Nawaloka Construction Company (Private) Limited. (Colombo, Sri Lanka)

Responsibilities:

- Preparation of bill of quantities, bill of items and schedule of rates based on the clients' requirements.
- Take off quantities for Civil and Interior fit out works by using AutoCAD drawings, tabulating, analyzing and formulating the information to facilitate the preparation of measurement sheet in MS Excel.
- Preparation of Contract document.
- Cost planning and budget establishment.

- **Quantity Surveyor (March 2018 – February 2020) (24 Months)**

East Lanka Engineering (Pvt) Ltd. (Addalaichenai, Sri Lanka)

Responsibilities:

- Join measurement for Civil work and MEP work.
- Take off quantities for BOQ item.
- Formatting interim payment certificate.

Languages

- **English:** Intermediate
- **Tamil:** Native

Areas of Expertise

- Document Management
- Office IT Skills
- Secretarial tasks
- Auto CAD
- BOQ preparation
- Tender document preparation
- Sub-contract administration
- Quantity taking off

Familiar Software

- Cost X
- AutoCAD
- Plan Swift
- MS Office Package
- 3D Max

Familiar Documents

- FIDIC 1999 Red book
- NRM 1&2
- SLS 573

Personal Skills

- Organizing Skills
- Responsibility
- Problem Solving
- First Aid
- Problem Solving
- Communication
- Hardworking

Special Skills

- Good Computer, Word, Spreadsheets, Operations and Communication Skills.
- Documentation and Control.
- Policy and Procedure modification.
- Strong interpersonal and communication skills (Oral, Written, Presentation).
- Expertise on taking off quantities.
- BOQ preparation.
- Tender document preparation.
- Subcontract administration.
- Proficient in Information Technology.
- Familiar with using MS office packages, AutoCAD, Cost X, Revit and Plan swift Gained organizational and leadership skills.
- Excellent communication skills and written knowledge of English language.

Education

- **BSc (Hons) In Quantity Surveying (Reading)**
De Montfort university (DMU) Leicester (UK)
- **Higher National Diploma in Quantity Surveying (Level 5)**
IPHS Campus, Sri Lanka.
- **Diploma in Quantity Surveying**
London Business Academy, Sri Lanka.

Personal Detail

- **Name:** S. Ihsan
- **Passport No:** N9209451
- **Iqama Status:** Transferable Iqama
- **Nationality:** Sri Lankan
- **Address:** Prince Majid Road, Building No. 7084, Jeddah, KSA.
- **Zip Code:** 23535

I do hereby declare that above-mentioned facts are true and correct to the best of my knowledge.

S. Ihsan