# V.M.MUBARAK MOHIDEEN



## Mob. No: +91 8754081205

Email ID: [mubarakvm@gmail.com](mailto:mubarakvm@gmail.com) Skype: muba\_ascon

Job title: Application for the post of Quantity Surveyor - Civil

Career objective:

Want to join a highly goal oriented organization that provides excellent career opportunities. Want to utilize my experience in an efficient way and want to be useful for my employer.

Total Experience: 8.5 years

In Qatar: 6 years

Company : ETA GROUP OF COMPANY

Position : Quantity Surveyor Duration : Sep 2011 to Nov 2017

In India: 2 years

Company : ALIF Constructions

Designation : Quantity Surveyor Duration : Nov 2017 to Present

Company : ASCON CONSTRUCTION LTD (under ASCON LLC-UAE)

Designation : Quantity Surveyor Duration : Jan 2010 to Sep 2011

Duties and Responsibility:

## Pre Contract:

* Review of tender drawings/documents for discrepancies, additional BoQ items/scope and incorporating within the tender offer
* To do site visit and attend the meetings with Client & Consultant.
* Quantity Take Off for all civil elements from drawings using AutoCAD & Microsoft Excel and compiling the Tender BoQ with description.
* Floating inquires to the vendor for obtaining prices, making of comparative statement to obtain bid price.
* Analysis of rates for Labor, Material and Plant (fixed and variable) and thus assist build up costing, pricing and analysis of direct and indirect cost for the BOQ items
* Sending technical query to the consultant for better clarifications
* Analyze and compare quotations received at bid stage
* Compilation of tender/bid offer submissions.

# UBARAK MOHIDEEN



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* + - * To check the material request from the site and discuss with purchase department before making LPO/WSO to the vendors/suppliers.
      * Maintain the data like communications with Client / Consultant, inquiry log, material approved data sheets etc.,
      * Preparing and compiling variation claim document with all relevant substantiation to the satisfaction of the Engineer/Employer.
      * To do additional task assigned by superior / reporting head.
      * Submit the Bill of Quantities to the Manager for pricing.

## Post Contract:

* + - * To Prepare Interim Payment Application (IPA).
      * Co-ordinate with Client & Consultant for clearing the submitted monthly Bills without any delay
      * Preparation and Submission of Measurement Sheet for Approval by Co-ordinate with Consultant Quantity Surveyor
      * Preparing the Request for Approval (RFA) and Clarify to the Consultant and get sign; Certification of Subcontractor Payment Certificate.
      * Quantity Take-off for the ongoing activates project using by AUTOCAD; Send a query to the client about the technical and material specification
      * Getting Material submittal approval for all the works before execution
      * Send an inquiry and get the quotation to the subcontractors for various works
      * Follow up with concern Engineers or Supervisors for work status update to prepare the daily report and forward the same to the consultant
      * Preparing monthly commercial reports by stating the monthly wise improvement and submit the same to Accounts Manager

Projects Handle:

PROJECT – 5: Construction of QA Sidra School

Client : Qatar Foundation Consultant : Bilfinger Tebodin

PROJECT – 4: Construction, Renovation and Interior works for various buildings at Qatar Foundation

Client : Qatar Foundation Consultant : Astad

PROJECT – 3: Renovation and Interior Fit out works in 20th floor at Tornado Tower Client : Qatar Foundation

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PROJECT – 2: Construction of Innovation Centre for Borouge in Abu Dhabi

Client : ADNOC Consultant : ECG

PROJECT – 1: Construction of Al Mafraq Dialysis Centre

Client : SEHA Abu Dhabi Health Services Consultant : Burt Hills

Technical Qualification:

* (D.C.E) - Diploma in Civil Engineering in St.Xavier’s Polytechnic College (Department of Technical Education, Tamil Nadu, India, April – 2009, FIRST CLASS with HONOURS)

Computer Skills:

* Auto Cad
* Plan Swift
* Easy Tender
* CAFM (ARCHIBUS Web Central)
* Ms Office

Personal Strength:

* Flexible and adaptable
* Love to interact with people
* Better Management skill with good public relation

Personal Profile:

Father’s Name : V.M.Meeran Mydeen

Date of Birth : 03.11.1989

Nationality : Indian

Religion : Muslim

Marital Status : Married

Language Known : Tamil, English, Malayalam & Hindi

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Passport Details:

Passport No : H7448155

Place of Issue : Madurai, Tamil Nadu, India

Date of Issue : 12.11.2009

Date of Expiry : 11-11-2019

Declaration:

I hereby declare that all the details given above are true to the best of my knowledge and belief. If given me opportunity to serve in your reputed firm, I will serve with best of my skills and ability.

# Signature Mubarak Mohideen V.M