

# ZUBAIR KHALID

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## PROFILE

A hardworking individual who strives to accomplish meritorious standards in all work undertaken. Highly motivated with the ability to work well within a team as well as on own initiative. Enthusiastic about performing to high standards, even in pressurized environments under strict deadlines. Dedicated, open to challenges and happy to train to enhance existing skills.

## PROFESSIONAL EXPERIENCE

### GALLIFORD TRY INFRASTRUCTURE

09/2015 – PRESENT

#### Assistant Quantity surveyor

Working as part of a busy team, taking responsibility for several schemes at differing stages and working with limited supervision. The workload includes refurbishment/repairs of runways and taxiways, provision of car parks, installation of stands, security measures for the airport.

I have been involved in many packages from groundwork packages such as drainage and earthworks to surfacing, electrical and landscaping packages etc.

Currently working on a £36 Million job part of Manchester Airports Group £1 Billion transformation project to turn Manchester airport into one of the UK's leading airports.

#### Overall Duties:

- Developing strong relationships with client and sub-contractors
- Compiling and sending out scheme packages to subcontractors for pricing
- Raising orders to subcontractors
- Approving interim and final subcontractor applications
- Producing final accounts
- Responsible for managing all project costs from pitch to completion.
- Undertaking cost analysis.
- Inspecting and then valuing completed work.
- Working on a number of projects at any one time.

**HARRY GROVER (FIT OUT AND REFURBISHMENTS)****01/2015 – 08/2015****Trainee Quantity surveyor**

The stepping stone of my career helping me embark on my journey as a Quantity Surveyor providing me with the skills necessary to go on and become a valuable person and carry out QS duties to a high standard. The range of projects I have worked on encompass provision of customer rest areas, standalone concession units and general refurbishments.

**LLOYDS BANKING GROUP****03/2014 – 12/2014**

My job role consists of me working with ISA/non-ISA accounts in the Savings Account Services department, making sure all accounts are up to date and customer instructions are carried out promptly and accurately. Furthermore, customers who wish to close their accounts and transfer money within Lloyds accounts has also been a part of my role. Sorting data files and making sure that each clients details, are renewed and updated. This resulted in me having to work to a degree of strict confidentiality, as I was trusted to work with the private information of Lloyd's clientele. From time to time it is required to contact customers directly to ensure the instructions that I need to carry out are correct. General customer services skills were needed to carry out the work, also adhering to Data Protection was key.

**KEY SKILLS & COMPETENCIES**

- Able to work well under pressure, prioritise workload and work to deadlines
- Excellent communication and interpersonal skills
- Able to build relationship with customer and clients
- Highly motivated with positive attitude
- Strong desire to succeed
- Meet and exceed deadlines/targets
- Organised, reliable and punctual
- Excellent written and verbal skills
- Full Clean U.K Driving License
- Computer literate and capable user of Window applications as well as experience of working with Oracle

## EDUCATION

### UNIVERSITY OF SALFORD

2009 – 2012

Manchester

- BSc (Hons) Quantity Surveying (Obtained 18 June 2012)

### MANCHESTER COLLEGE

2007 – 2009

Manchester

- A-Levels in Maths, Business Studies, Sociology

### BURNAGE HIGH SCHOOL

2001 – 2006

Manchester

- 9 GCSE's (A-B grades in English, Maths & Science)

## REFERENCES

Available upon request

