**Abdirisak Elmi**

**Address: 68 Shrewsbury Street, Manchester, UK (M16 9AS)**

**Mobile: 07878382204**

**Email:** **abdirasakelmi@gmail.com**

**Full UK Driving Licence**

**PROFESSIONAL PROFILE**

A fully qualified quantity surveyor, I have been working in the industry for several years and am now looking to join an expanding and ambitious organisation where I can progress my career. Demonstrated success in effectively prioritising heavy workloads to ensure delivery to strict time whilst simultaneously managing multiple projects. Well-versed in all aspects of surveying, including writing reports for the settlement of disputes.

**KEY SKILLS**

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| --- | --- |
| * Contract Administration | * Experience of Various Contracts |
| * Cost Planning | * Pre and Post Contract |
| * Cost Management | * Strong Pre-Contract Knowledge |

**EDUCATION & QUALIFICATIONS**

University of Salford 2015 – 2016

MSc Petroleum and Gas Engineering (Distinction Awarded)

University of Bradford 2011 – 2014

BEng (Hons) 2.1 Chemical Engineering

Loreto Sixth Form College, Manchester2009 – 2011

3 ‘A’ Levels including Mathematics, Chemistry and Biology

**PROFESSIONAL EXPERIENCE**

**Quantity Surveyor**

*Amey, Warrington (2017 - Present)*

Quantity Surveyor for a leading civil engineering and construction company mainly operating within the water industry. Amey were appointed by United Utilities in the North West region. Amey are providing various duties including monthly valuing of the works and making applications for payment; identifying values and agreeing variations with our clients; agreeing final accounts and reporting internally on the financial and contractual status of schemes including completion of monthly financial forecasts. Other responsibilities include procuring and letting sub-contract packages, managing sub-contractors with the site delivery team whilst on site and agreeing final accounts.

*Key Tasks & Responsibilities*

* Ensure compliance and consistency in the use of key commercial procedures and contract administration of the contracts
* Working within delegated levels of authority and ensure self-regulation
* Provide accurate and timely budget and cost information to the project team and project
* Submitting subcontract / main contract tenders
* Attending progress meetings with the construction directors
* Controls via monthly cost reports – including forecast budget v cost analysis
* Provide accurate and timely data and information to satisfy all commercial audits
* Reviewing application for payments

**EMPLOYMENT SUMMARY**

**Data Analyst**

*Lloyds Banking Group, Manchester (2014 – 2015)*

* Regularly conducted full lifecycle analysis to include design analysis and reporting capabilities.
* Regularly organised and allocated fellow staff daily schedules to estimate number of hours required to complete the tasks.
* Assisted management in dealing with customer requests and organized the department’s other incoming work.

**INTEREST & HOBBIES**

* I enjoy taking part in charitable fundraising events, particularly with Human Relief Foundation.
* I enjoy travelling to discover other cultures and faiths. This has helped to develop my cultural awareness, broaden my horizons and improve my communication skills.

**REFERENCES**

References are available on request.