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| **• 32 East Avenue • Wednesfield • Wolverhampton • WV11 1qe •**  **Phone (01902) 561 755 / 07878818737 • Email:** [**JASON.Grewal@mE.coM**](mailto:JASON.Grewal@mE.coM) |

Jason Grewal

**PERSONAL PROFILE**

I am a tenacious, reliable, punctual and a hardworking individual. I have the ability to communicate effectively with all levels of professionals and end service users. Who consults with peers and colleagues as necessary for advice, however maintain accountable and responsible for decisions made. Able to work unsupervised or as part of a team and referring to others when necessary. I recognise my own skills and limitations and referring to the appropriate channels as required. I act in a professional manner at all times abiding by policies and procedures.

Able to undertake further extended roles to enhance personal and professional development. I am highly motivated and an extremely ambitious individual eager to secure a position within a challenging yet rewarding environment offering long term potential.

**EDUCATION**

**University of Wolverhampton City of Wolverhampton College**

* BSc(Hons) Surveying AVCE Double Award ICT
* HND Building Studies

**KEY SKILLS & MEMBERSHIP**

Proficient in Microsoft packages including OneNote, Lync and 360. Able to use the payment packages such as SAP as well as project management software packages. Strong ICT skills coupled with an analytical and numerate mind. Graduate member of the Royal Institute of Chartered Surveyors (RICS).

**EMPLOYMENT**

**Highways England Agency (July 18 – March 19)**

Duties and responsibilities: **Project** **Quantity Surveyor / Commercial**

*Contract:* **NEC Contracts (***Duration:* **Contract** *Location:* **Birmingham)**

* Composing Pre-Contract Documentation.
* Project managed Various Tenders:
  + Public Affairs Technical Consultancy
  + Traffic Officer Service - Interim Fleet Management Contract
  + Government Public Affairs Monitoring
  + Traffic Officer Vehicle Conversion
  + National Salt Saturator Contract
  + TMTii 50 - Asset Data Capture Surveying
  + TMTii 11(rr) - Roadside Technology Protocols and Standards Development
  + Animal Recovery Services
  + Health & Safety Leadership Training
  + TMTii 52 M1 J13-16 - Signs and Signals
  + TMTii 53 - M1 J13-16 – CCTV
  + Vehicle Recovery Service
  + Towed Spreaders for the
  + Public Relations
* Assisting with Final Accounts
* Prepare Tenders for the Cost Analysis process
  + Evaluate Tenders Received
* Prepare Tenders for the Evaluation Panel
* Provide financial advice as a member of the Financial Panel

**Carillion Plc (August 16 – February 18)**

Duties and responsibilities: **Quantity Surveyor / Commercial**

*Contract:* **NEC 3rd Ed. Option C, M6 J13-15 SMP ALR (***Duration:* **Permanent** *Location:* **Walsall)**

* Managing Sub Contractors.
* Submit Applications.
* Measuring onsite works Pre & Post
* Preparing Bill of Quantities
* Re-measure works onsite, off dwgs.
* Working with AutoCAD Dwgs
* Re-check payments (Preliminary invoices, Sub-contractor payments)
* Making Payments: CPA Desktop.

**WHG (April 16 – June 16)**

Duties and responsibilities: **Assistant Quantity Surveyor / Commercial**

*Contract:* **Eco Green Deal, WHG Internal (***Duration:* **Contract** *Location:* **Walsall)**

* Finalising Works & Amending Previous workload.
* Measuring onsite works Pre & Post
* Preparing Bill of Quantities
* Re-measure works onsite, off dwgs.
* Working with AutoCAD Dwgs
* Re-check payments (Preliminary invoices, Sub-contractor payments)
* Working to NAFDEC Schedule of Rates.
* Making Payments Citrix.

**Hounslow Highways (October 15 – November 15)**

Duties and responsibilities: **Assistant Quantity Surveyor / Commercial**

*Contract:* **PFI NEC3 Option B CIP Footways, Call Off (***Duration:* **Contract** *Location:* **Hounslow)**

* Completing initial and final task orders
* Uploading Schemes upon confirm
* Compiling budget profile reviews
* Providing contractors with early warning notices and project managers communications
* Assisting with notice of payments
* Assisting with profit and loss spreadsheets
* Working with composite rates.
* Attending Commercial reviews

**Amey Sersa (April 15 – June 15)**

Duties and responsibilities: **Assistant Quantity Surveyor / Commercial**

*Contract:* **S&C (Doncaster) Alliance North (***Duration:* **Contract** *Location:* **Doncaster)**

* Throughout the whole process I was managing the sub-contractors.
* Working with AFC’s (Actual Forecasted Costs).
* Signing off / approving Safety Critical and Rail Plant – Hire Order(s)
* Approving items such as:

Plant (988 MEGA RAILER, KOBELCO SK135 HEAVY LIFT)

Labour (Track Supervisor’s, Track Engineers, etc)

Materials & equipment

* Assisted with managing prep work, core work & follow up work.
* Working with the Approved Suppliers List.
* Investigating Plant that were either lost/stolen or damaged.
* Negotiating with Plant Suppliers for a more competitive price.
* Supported the Tech’s as and when required with regards to weld & stress works.
* Monitor and evaluate the actual Target Cost(s) & Cost Break down(s).

**J Murphy & Son’s (January 15 – February 15)**

Duties and responsibilities: **Assistant Quantity Surveyor / Commercial**

*Contract:* **NEC Type D Staffordshire Alliance (***Duration:* **Contract** *Location:* **Stafford)**

* The following position was to help assist the commercial department for J Murphy’s. The Client was Staffordshire Alliance. Main focal point of my role was to manage the Plant, Materials & Labour on a daily basis.
* Managing and providing details on Early Warnings and Compensation Events.
* Monitoring both major and minor works on site.
* Producing programmes in regards to timeframes for commencing and completing works and hand.
* Helped manage sub-contractor(s). Including supervision of attendances for labour, Plant, Material.
* Setting dates of when plant can be utilised, (Cost cutting exercise)
* Providing payments with the use of Maxcel software.
* Working to the Network Rail’s Calendar.

**Balfour Beatty (June 14 – September 14)**

Duties and responsibilities: **Assistant Quantity Surveyor / Commercial**

*Contract:* **AMP 5 (***Duration:* **Contract** *Location:* **Warrington Bank Quay)**

* The following position was to help assist the commercial department which was under the management of United Utilities. Part of the contract was to help manage and foresee future expenditure of Waste Water
* Assisted with Final Account(s) for projects at present and those outstanding.
* Provide Supportive Evidence for Projects at hand, predominately those at final stage.
* Wright up specifications & amend existing specifications as and when required.
* Implemented a new structure that would allow easier access to data and help aid future schemes.
* Simplified previous versions of Excel workbooks that were causing delays in payments.

**Amey (July 13 – May 14)**

Duties and responsibilities: **Assistant Quantity Surveyor / Commercial**

*Contract:* **PFI Highways and Carriage ways (***Duration:* **Contract** *Location:* **Birmingham)**

Main focal point of this contract was to oversee the Birmingham city council’s footways & carriageways.

* Assisted with overseeing the following aspect(s) of the contract:
  + **Road Surfacing** – resurfacing
  + **Street Lighting** – repair & maintenance
  + **Bridges & Structures** - repair
  + **Signs** – Inspections & Installations
* Throughout the whole process I was managing the sub-contractors.
* Instructed & amended specification(s) for works that were already appointed by previous quantity surveyors.
* Forecasting the expenditure of capex, opex & 3rd party.
* Provided amendments to negotiate variances.
* Review and check the attendances of appointed contractor(s).
* Developed a new process for the applications, this help made the whole process easier for making payment, this in turn was practical enough to apply to workable attendance sheets (i.e. Plant hire, timesheets, rates of works) without delays.
* Provided a proactive and an approachable archive system for assorted controlled documents.
* Managing various contracts with average values of 180k monthly, 75k weekly.
* Provided justifiable measurements for cost(s) on specific material and workmanship rates from:
  + As built drawings – amendments to the usage of materials
  + New construction – deploy waste protocols
  + Adjusted works – manipulating
  + Snag reports – variances
* Scheduled payments in a timely manner (SAP)

**REFERENCES**

Available upon request