

V.M.MUBARAK MOHIDEEN

Mob. No: **+91 8754081205**

Email ID: 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 inquiries 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.

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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