

# Muhsin Mohamed Shafiq

63/A,D.S Senanayake mawatha, Borella, Colombo 08.  
Srilanka.

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## Post- Quantity Surveyor

### Objective

Seek an opportunity to acquire work experience and to receive interpersonal skills that will benefit me in the future. My goal is to assist your organization in obtaining quality performance and service, which would comply with your company meeting its objectives.

### Key Skills & Abilities

- Accuracy and attention to detail in all areas of work.
- Ability to work under pressure to ensure all work processed to meet tight deadlines.
- Ability to overcome most obstacles put in place by co workers
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- Possessing excellent foresight & the ability to plan ahead working on projects
- Quantification from CAD drawings and able to do drawing using AUTOCAD

### Working Experiences

#### Quantity Surveyor (Part Time)

(January 2013 to Date)

##### Company I work for

Damith Premathilaka Associates (pvt) Ltd  
2<sup>nd</sup> Lane, koswatta, Nawala  
Rajagiriya,  
Sri Lanka

##### Nature of Job

- Prepared Estimation for all of company projects
- Prepared Detailed BOQ
- Prepare, review and check ongoing project (consulting) in terms of financial status.
- Checking the progress bills (interim bills)
- Rate build-up for the post contract variation works
- Recording, preparation and valuation of variations and contract claims

#### Project Quantity Surveyor

(March 2012 to January 2013)

##### Company I worked for

SAUDI ARCHIRODON COMPANY (SARCO)  
Greek Construction Company  
JEDDAH, KSA



##### Project Description (Project QS)

NGL Terminal (Natural Gas Limited)  
Yanbu ARAMCO Sinopac Refinery Company (YASREF)  
RED SEA REFINERY COMPANY(RSRC)  
At Yanbu  
KSA.

#### Nature of Job

- Taking off & Abstraction of Quantities
- Site Measurements
- Prepare, review and check ongoing project (consulting) in terms of financial status.
- Cross check the Contractors Claims
- Evaluate and prepare additional claims and variations

#### **Quantity Surveyor cum Project coordinator**

**(July 2010 to March 2012)**

#### Company worked for

RAMZI GEMS

Outer Circular Road, Ratnapura, Sri Lanka.



#### Project Description

07 Story Commercial complex

At Colombo 08. (70 million SL Rs)

#### Nature of Job :

- Prepare interim Valuation (monthly bills)
- Prepare Project Programmes
- Participated site meetings with client & consultant
- Programmed the Works schedules with computerized software
- Drafting with using Auto CAD
- Prepare target work amount.
- Prepare, review and check ongoing project in terms of financial status and will report to actual cost and expenses

#### **Quantity Surveyor**

**(Jan 2009 to July 2010)**

#### Company I worked for

Lanka Trading & Construction Company (LT&CC)

Duplication Road, Colombo-04, Sri Lanka.

#### Projects involved in

1. Auditorium for Calvary Centre  
At Kapuwatta, Ja-Ela. (195 million)
2. 07 Storied Building for SANASA bank.  
Thrift & credit Limited (148 million) - Colombo
3. Bishop's College Swimming Pool

#### Nature of Job :

- Prepare interim Valuation (monthly bills)
- Prepare Tenders
- Participated Pre-Bid Meetings
- Prepare legal attachments for tendering
- Takeoff measurements for prepare the BOQs
- Measure achieved progress in work and prepares monthly Variations (work done)
- Evaluate and prepare additional claims and variations with all supported documents and add to monthly
- Prepare, review and check on going project in terms of financial status and will report to actual cost and expenses
- Prepare monthly Sub contractors certificate and ensure it is transmitted to financial Department
- Prepare the forecasted cash flow, update and review it monthly
- Support to Chief QS for prepare the BOQ and Pricing
- Programmed the Works schedules with computerized software
- Drafting with using Auto CAD

Company I worked for

Shaminda Senaratne Associates pvt ltd  
475/4A, Thimbirigasyaya Road, Colombo 05

Project Descriptions

- Office Building for RAMZY Gems at Malabe (Rs 65 million)
- Residence for Mr. P.B Nayakakorale at Welivita, Malabe (Rs 12 million)
- Suntel Switch House @ Malabe (Rs 20 million)
- Refurbishment works for Mount Lavinia Hotel @ Colombo

Nature of Job :

- Prepare Material reconciliation
- Attend to pre bid meeting
- Preparing Bill of Quantities
- Rate Analysis using BSR
- Site measurement
- Checking the progress bills (interim bills)
- Rate build-up for new items
- Recording, preparation and valuation of variations and contract claims
- Preparing Contractor Cost comparison in pre tender stage
- Involved in pre tender programmes

**Achievements**

- Succesfully completed Quantity Surveying (Certificate Level)



Centre For House Planning and Building.(CHPB)  
Ministry of Housing and Common Amenities (Diploma level in ICTAD)  
Pelawaththa, Baththaramulla.

Subject followed

Preparation of Bill of Quantities for Building Works  
Preparation of Bill of Quantities for Civil Engineering works  
Pricing of BOQ for tendering purposes

Successfully completed Quantity Surveying (QS) Advance Diploma programme  
conducted by City and Guilds of London Institute - 2006.



City & Guilds of London institute  
Candidate KTP 0810 - M.M. Shafeek

Measurements 3

Standard methods of measurement  
Measurement of work  
Design and preparation of schedule  
Prime costs and provisional sums  
Trade and cash discounts  
Bill of quantities  
Bonus payments  
Unit rates

Material and construction technology

Materials technology  
Construction technology

Construction management 4

Construction management

Tendering, estimating and quantity surveying 4

Tendering and estimating 4

Quantity surveying practice

Architectural design 4

Architectural detailing 4

Computer aided design (CAD) 4

- Successfully followed Training course in Quantity Surveying at Lalith Athulathmudali Foundation,  
Rathmalana

- Computer Aided Drafting using Auto Cad, Department of Mechanical Engineering, University of Moratuwa 2006



- National Certificate in Engineering Draughtsmanship (NCED), Technical College,  
Colombo 10 (2006)  
Full time course

**Personal Details**

Nationality : Sri Lankan  
Date of Birth : 9<sup>th</sup> Sep 1985  
Sex : Male  
Marital Status : Single  
ID Card no : 852520736 V  
Passport no : N 4153275

**Referee**

1. Arch. Damith C Premathilake.  
Chartered Architect  
2<sup>nd</sup> Lane,  
Koswatta, Nawala,  
Rajagiriya.  
+94 71 4043331
2. Mr. W. Lakshman Fernando  
Chief QS,  
Lanka Trading & Construction Company,  
14/15, Colombo-04. Sri Lanka.  
+94 771 928959

The above particulars furnished by me are true and accurate to the best of my knowledge. I will be pleased to send you any further details if required.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature