



RUMAIS SUBAIDEEN

QUANTITY SURVEYOR

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A Riyadh, Saudi Arabia

OBJECTIVE

To leverage my expertise in cost estimation, project management, and contract administration to contribute to the success of construction projects and provide accurate financial oversight as a dedicated Quantity Surveyor.

EXPERIENCE

Quantity Surveyor at NBJ CONTRACTING W.L.L (Qatar)

- Project:
- Maintenance of trees around bike lane & Carriageway in alkhorr Coast road
 - Proposed External Works for Temporary Site Facility in RLIC, Qatar
 - Renovation works of Ramez Building in Ramada Complex

Period : 19th September 2022 – 13th September 2024.

Duties and Work Carried:

- Administer contracts and manage variations, ensuring compliance with specifications and timely resolution of any contractual issues or disputes.
- Develop and manage project budgets, regularly monitoring expenditures to guarantee adherence to financial constraints and reporting any deviations promptly.
- Create and update detailed Bills of Quantities, outlining quantities and costs of materials and labour to facilitate precise project cost tracking.
- Administered scope changes and potential delays, notifying the Engineer and preparing EOP with associate cost claims.
- Certify and approve payments based on completed work for sub-contractors.
- Collaborate closely with the quality assurance team to maintain project quality standards within the defined budget parameters.
- Prepare insurance incident claim reports.

EDUCATIONAL QUALIFICATION

- International Diploma in Quantity Surveying
- National Diploma in Quantity Surveying (NVQ Level 5)

PROFESSIONAL QUALIFICATION

- Probationary member at Institute of Quantity Surveyor Sri Lanka (IQSSL).

KEY SKILLS

- COST ESTIMATION
- PROJECT MANAGEMENT
- BUDGETING & COST CONTROL
- CONTRACT ADMINISTRATION

COMPUTER LITERACY

- PlanSwift
- Primavera P6 & MS Project
- AutoCAD
- MS office package.

FAMILIAR DOCUMENTS

- FIDIC
- SLS573
- SMM7
- SBD I, II
- POMI

Quantity Surveyor at AMSK Construction (Pvt) Ltd. (Srilanka)

Project: Upgrading Punnakudah arterial road to Highway standard

Contract Sum: USD 11 million.

Period: 5th June 2019 – 12th August 2022

Duties and Work Carried:

- Prepare Interim Payment Applications (IPA) based on completed work and generate Interim Payment Certificates (IPC) through the Engineer (Consultant).
- Ensure compliance with local regulations and building codes, providing expertise to navigate regulatory requirements that may impact project costs.
- Collaborate effectively with the Engineer, sub-contractors, and other stakeholders such as the water board (NWS&DB), electricity board (CEP), telecom (SLT), and the public to ensure a unified understanding of project requirements and goals.
- Working with the site engineer to prepare the resource allocation schedule (material, machinery, and labour) based on the submitted project schedule.
- Collaborating with the accountant in the accounts payable and receivable process of the project-related works.

Assistant Quantity Surveyor at Sierra Construction (Pvt) Ltd. (Srilanka)

Project: Construction Cardiac Center for Sri Jayawardena General Hospital.

Contract Sum: USD 2 million.

Period: 10 Mar 2017 – 15 Apr 2018

Duties and Work Carried:

- Maintain organized documentation of cost-related aspects, contracts, and scope change records, thereby supporting accurate record-keeping and reporting.
- Taking off quantities for MEP works and civil works
- Support the senior quantity surveyor in facilitating final account settlements and participating in negotiations with sub-contractors and stakeholders to resolve discrepancies.
- Track the material availability according to the material requirement schedule and report any shortage to the senior quantity surveyor.

PERSONAL PROFILE

- Name in full : Subaideen Rumais
- Nationality : Sri Lankan
- Date of Birth : 28 August 1996
- Passport No. : N8773741
- Civil Status : Married
- Vehicle License Category : Lite Vehicle

REFERENCES

- Eng. V. Karunanaathan
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- Eng. I. L. M. Jaleel
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