

RUHAIM MUHAMMED

QUANTITY SURVEYOR

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PROFESSIONAL SUMMARY

Civil Engineer with 4 years of expertise in cost estimation, quantity takeoff, and contract administration. Skilled in developing detailed Bills of Materials (BOM), leading procurement efforts, and driving cost optimization through value engineering. Proficient in AutoCAD, Revit, and Planswift with a commitment to maintaining the highest safety and quality standards. Certified in Quantity Surveying with exceptional communication and team collaboration skills. Proven ability to consistently deliver projects on time, within budget, and aligned with client expectations.

KEY ACHIEVEMENTS

- Successfully completed cost estimation and tender submissions for over 30 projects across various sectors in Saudi Arabia.
- Achieved 20% cost savings through value engineering, optimizing designs without compromising quality.
- Administered contract negotiations, variations, and claims, ensuring compliance and financial efficiency.
- Negotiated with 50+ suppliers and subcontractors, optimizing procurement and reducing costs while ensuring timely deliveries.
- Achieved a 5% cost reduction in procurement through strategic supplier negotiations, ensuring high-quality materials.
- Delivered consistent project valuations and progress reports, identifying risks that led to a 20% boost in efficiency during various project stages.

PROFESSIONAL EXPERIENCE

Estimation Engineer

Riyadh Villas Contracting Co, Riyadh, Saudi Arabia

November 2024 – Present

- Prepared and submitted cost estimates for over 30 projects, ensuring accuracy and competitiveness in tendering.
- Worked on prestigious projects in Saudi Arabia, contributing to high-profile developments with stringent cost and quality standards.
- Analyzed direct and indirect costs, including materials, labor, and equipment, to provide accurate and cost-effective estimates.
- Managed and reviewed contract documentation, including BOMs, scope clarifications, and specifications, ensuring compliance with contractual requirements.
- Processed variations and claims efficiently, securing fair adjustments and maintaining project profitability.
- Engaged with over 50 suppliers and subcontractors to obtain competitive quotes, optimizing procurement strategies.
- Oversaw procurement processes, evaluating suppliers for cost, quality, and timely delivery while aligning with budgetary constraints.
- Developed cost analysis reports for senior management enhancing decision-making on project budgets and expenditures.

- Assisted in value engineering efforts, reducing project costs by 20% without compromising quality or functionality.
- Prepared detailed financial reports and cost-tracking documentation, ensuring transparency in project expenditures.
- Assisted in post-tender negotiations and contract finalization, ensuring alignment with client expectations.
- Conducted market research on construction materials and labor costs, keeping estimates competitive and up to date.

Quantity Surveyor

Hilite Properties Pvt Ltd, Kerala, India

May 2021 – May 2024

- Directed cost estimation and budgeting for large-scale projects, with 2 successfully concluded in post-contract phases, saving a total of 10% in project costs.
- Formulated project budgets based on client requirements, ensuring estimates were aligned with project scope for projects worth over SAR 50 million.
- Drafted tender documents and facilitated negotiations with over 20 suppliers and contractors.
- Prepared comprehensive Bill of Quantities (BOQ) for large-scale projects, detailing over 10,000 material items and labor requirements.
- Engaged in contract negotiations with suppliers and subcontractors, leading to a 5% reduction in procurement costs while ensuring timely deliveries.
- Assessed on-site quantity estimates for 2 major projects, ensuring accurate resource management across more than 500 laborers.
- Anticipated risks and implemented mitigation strategies, reducing potential project delays by 10%.
- Delivered timely cost assessments and project status updates, facilitating informed decision-making and enhancing collaboration among stakeholders.

Billing Engineer

Cubic Architectural Design, Kerala, India

Oct 2020 – April 2021

- Created over 20 invoices for residential projects, ensuring 100% accuracy and adherence to contractual obligations.
- Estimated quantities with 95% precision from project drawings, contributing to more reliable project planning and costing.
- Produced record drawings and technical reports, maintaining comprehensive site diaries for tracking progress.
- Supervised project execution, reducing workforce downtime by 12% and ensuring completion within the designated timeline.
- Led quality control inspections, maintaining a flawless 100% safety compliance record on-site.

TECHNICAL SKILLS

- Software Tools: Planswift, AutoCAD, Revit, & MS Office.
- Skills: Quantity Takeoff, Cost Estimation, Cost Control and Management, Project Budgeting, Tender Documents, Procurement, Value Engineering, Contract Administration, Report Preparation, Communication and Collaboration, & Negotiation.

EDUCATION

Bachelor's Degree in Civil Engineering
College of Engineering, Trivandrum, India
2016 – 2020

CERTIFICATIONS

- Quantity Surveying (QS) – Regional Skill Development and Certification Authority, New Delhi

ADDITIONAL INFORMATION

- Languages: Fluent in English, Hindi & Malayalam
- Driving License: Valid in Saudi Arabia