

# Abdul Rahman

## Quantity Surveyor - Tendering

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📍 Riyadh, K.S.A

🚩 Indian

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🚗 Driving License - Valid



### Profile

Experienced Quantity Surveyor in the Tendering Department, specializing in quantity take-offs and preparation of detailed tender documents. Proficient in analyzing project specifications, managing tender submissions, ensuring competitive, accurate pricing and over-looking the project budget costs by the help of ERP software. Strong ability to collaborate with project teams, suppliers, and clients to deliver cost-effective solutions while mitigating financial risks.

### Professional Experience

**Quantity Surveyor, Superstruct Contracting Co.**

09/2023 – present | Riyadh, K.S.A

#### **Responsibilities:-**

Analyzing project specifications, market trends, and competitor pricing to ensure competitive and profitable bids. Collaborating closely with project teams, suppliers, and clients to deliver comprehensive tenders, manage risks, and negotiate favorable terms. My role ensures that all tenders are submitted on time, within budget, and in line with the company's goals.

#### **Estimation:**

- Providing Quantity take-offs of the tender projects
- Assisted in preparing detailed cost estimates for labor, materials, and overheads.

#### **Budget Management:**

- Monitoring project budgets to ensure costs stay within the budget.

#### **Contract Administration:**

- Assisting and reviewing in preparation of contracts and subcontracts.

#### **Procurement:**

- Oversee procurement of materials, labor, and subcontractors.
- Evaluate suppliers for value and quality.
- Ensure procurement aligns with project timelines and budgets.

#### **Documentation:**

- Maintaining of organized records of contracts, invoices, and payments.

#### **Cost Control:**

- Assisting in controlling approvals of materials procurement and Sub contract payment invoices through ERP system under the Cost Control Engineer.
- Assisting in developing strategies for controlling construction costs.
- Adjusting estimates as project scope or schedule changes.

**Jr. Quantity Surveyor,**

06/2023 – 12/2023 | Lucknow, India

*Hind Group Constructions Builders/Developers*

As a Jr. Quantity Surveyor assisted in :-

- Estimation of residential building projects.
- Monitored project costs and tracked progress to ensure that the project is in line with the budget.
- Helped in procurement of materials by negotiating with the suppliers
- Conducted site visits to ensure smooth flow of the project and to assess material usage.

## Education

**Bachelor of Technology in Civil Engineering,**  
*Integral University*

India

**Intermediate, Science,** *International Indian Schoool*

Riyadh, K.S.A

**High School,** *International Indian School*

Riyadh, K.S.A

## Skills

Xpedeon

Autocad

Quantity Takeoff

Tendering

Bar Bending Schedule

Excel

Contracting

Project management

Quantity Surveying

Drafting

Software

MS office

Team leadership

## Languages

English



Arabic



Urdu



## Personal Details

Father's name- Taj Mohammad

Date of Birth- 02/11/2000

Nationality- Indian