

# ABDUL NABI

Saudi Arabia | +966 550451763

[abdulnabi0507@gmail.com](mailto:abdulnabi0507@gmail.com)

Highly motivated and detail-oriented Quantity Surveyor with over 9 years of experience in delivering high-quality cost management and project estimation services across diverse construction projects, including commercial, residential, and infrastructure developments. Adept in managing the preparation of Bill of Quantities (BOQ), tracking project costs, initiating contractor claims, and conducting comprehensive site inspections to ensure quality standards and contractual compliance. Proficient in utilizing industry-standard software like AutoCAD and Civil 3D to provide precise estimates and conduct detailed quantity take-offs. Strong communicator and collaborator, excelling in coordinating with project managers, clients, contractors, and multidisciplinary teams to achieve project goals. Seeking to contribute expertise and drive efficiency in a forward-thinking organization.

## EXPERIENCE

### **SAMA Construction for Trading & Contracting (CJS. Co.)**

Dec 2022 to Present

### **Vertex Homes Pvt Ltd**

Dec 2021 to Nov 2022

### **Modi Builders & Realtors (P) Ltd.**

Sep 2020 to Dec 2021

### **J J Infra Projects**

May 2018 to Sep 2020

### **M/s. Mega Engineering and Infrastructures Ltd., Balanagar, Hyd.**

July 2015 to May 2018

Responsibilities

#### **Technical Knowledge in Construction and Quantity Surveying**

- Knowledge: Possess core technical knowledge of construction and Quantity Surveying principles and practices.
- Facilitation: Facilitate BOQ (Bill of Quantities) computation through accurate design outputs.
- Application: Utilize Civil 3D and AutoCAD software effectively to apply necessary tools in quantity surveying tasks.

#### **Quantity Take-Off and Reporting**

- Quantification: Demonstrate excellent skills in taking off quantities of various construction structure components.
- Extraction: Extract quantities from provided topographical data to prepare detailed reports.
- Progress Preparation: Prepare construction progress reports focusing on quantity measurement and cash flow analysis.

#### **Invoice Verification and Financial Management**

- Verification: Verify invoices and RA (Retainage) bills submitted by contractors to ensure accuracy and compliance.
- Cash Flow Management: Monitor cash flow related to construction projects, aligning with quantity progress.
- Reporting: Prepare financial reports that reflect construction progress in terms of quantity and expenditure.

## **Collaboration and Communication**

- **Interpersonal Skills:** Exhibit strong interpersonal communication skills to interact effectively with clients, contractors, consultants, and internal teams.
- **Team Collaboration:** Work under the guidance of the QS Manager and Project Manager to ensure project alignment.
- **Problem Solving:** Employ strong problem-solving and technical skills to address and resolve project-related issues efficiently.

## **Tendering and Procurement**

- **Preparation of Tender Documents:** Assist in preparing comprehensive tender documents that outline project specifications, requirements, and terms.
- **Bid Evaluation:** Evaluate bids from contractors and suppliers based on cost-effectiveness, quality, and compliance with project specifications.
- **Contract Negotiation and Management:** Negotiate contracts with subcontractors and suppliers, ensuring favorable terms and effective contract management throughout the project lifecycle.

## **Financial Reporting**

- **Preparation of Financial Reports:** Create regular financial reports that detail cost forecasts, cash flow projections, and progress payment assessments.
- **Stakeholder Communication:** Provide stakeholders with timely updates on project financials, ensuring transparency and informed decision-making.
- **Assessment of Financial Health:** Analyze project financial data to assess overall financial health and performance against budgetary goals.

## **Final Account Preparation**

- **Assessment of Total Costs:** Compile and assess the total project costs, including variations and claims, to prepare the final account.
- **Reconciliation of Costs:** Reconcile all project costs, ensuring accuracy in financial documentation and completeness of records.

## **Cost Estimation and Budgeting**

- **Review construction plans** to prepare accurate and detailed cost estimates, budgets, and Bills of Quantities (BOQ) for projects.
- **Analyze project plans, specifications, and drawings** to determine material, labor, and equipment requirements.
- **Conduct cost analysis and value engineering** to optimize project costs and ensure budget adherence.

## **Contract Management and Compliance**

- **Scrutinize maintenance and material costs, as well as contracts,** to secure the best deals while ensuring compliance with relevant regulations and standards.
- **Draft, review, and manage contract documents** based on FIDIC and bespoke contracts, negotiating terms with vendors and subcontractors.
- **Evaluate and analyze tender documents, variations, and manage interim and final payment certificates.**

## **Stakeholder Liaison and Reporting**

- **Liaise with site managers, clients, contractors, and subcontractors** to ensure effective communication and collaboration.
- **Prepare comprehensive reports, analyses, and risk assessments,** monitoring project progress and financial performance.
- **Establish and maintain professional relationships** with internal and external stakeholders to facilitate project success.

## **Team Leadership and Training**

- **Lead and supervise the Quantity Surveying (QS) team** while coordinating with architectural, civil, structural, mechanical, electrical, and telecommunication teams.
- **Document changes in design and budgets,** ensuring timely updates to all relevant parties.
- **Conduct material take-offs using software tools** like AutoCAD and Civil 3D

## **EDUCATIONS**

### **Bachelor of Technology (B.Tech) in Civil Engineering | 2015**

- Gokaraju Rangaraju Institute of Engineering and Technology (JNTUH), Hyderabad

### **Diploma in Civil Engineering**

- Govt. Polytechnic, Masabtank, Hyderabad | 2012

### **Diploma in Quantity Surveying**

- TWG International, Abids, Hyderabad | 2010

## **TRAININGS**

Sita Shelters Pvt. Ltd. Hyderguda, Hyderabad | December 2011 to May 2012

- Completed a six-month industrial training program under the C-09 syllabus, approved by SBTET Hyderabad. Gained practical experience on a residential apartment construction site, focusing on construction management, quality assurance, and site supervision. This training reinforced my foundational knowledge in civil engineering practices.

## **ACHIEVEMENTS**

Expert Quality Award

- Awarded for outstanding performance on World Quality Day (November 9, 2017) at Megha Engineering & Infrastructures Ltd.

## **PROJECTS**

- Project: Annaram Pump House, Kaleshwaram Lift Irrigation Project.
- Project: TNR Preston Shopping mall cum Cinema Hall.
- Project: Elegance Apartments, Gajularamaram, Hyderabad.
- Project: Vertex Premio, Nizampet, Hyderabad.
- Project: OXOGON, Duba, Tabuk, Saudi Arabia.
- Project: Construction of Road & Utilities for Re-Aligned TAMA from SWCC corridor to Al-Maajiz Road, Yanbu, Saudi Arabia.

## **COMPUTER SKILLS**

Autodesk Certified Professional (AutoCAD 2D & 3D)

- Issued by Autodesk
- Date of Certification: 2015

Certificate in Computer-Aided Project Management

- Primavera
- June 2015

Microsoft Office (Word, Excel, PowerPoint)

## **SKILLS**

Quantity Estimation, Bill of Quantities (BOQ), Cost Control, Construction Project Management, Contract Administration, Cost Estimation, Budget Management, Site Inspections, AutoCAD, Civil 3D, Contractor Billing, RA Bill Verification, Cash Flow Analysis, Topographical Data Analysis, Progress Reporting, Value Engineering, Team Collaboration, Client Communication, Risk Management, Technical Problem Solving.

## PERSONAL DETAILS

- Nationality: Indian
- Passport No.: P1173156
- Driving License No: SN 04004316455140 (Valid Up to 02nd Aug 2028)
- Languages Known: English, Hindi, Urdu, Telugu (Quran reading and reciting)
- LinkedIn: <https://www.linkedin.com/in/abdul-n-93153b215/>

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH

HH 0131750



REGULAR PC/03/02131/031750/1

## SECONDARY SCHOOL CERTIFICATE

**CERTIFIED THAT** **ABDUL NABI** bearing Roll No **0903110251**  
**S/O MOHD BASHEER**  
**belongs to** **MAMATHA H SCHOOL, VIMANNAGAR, SEC'BAD**  
**has appeared and PASSED SSC EXAMINATION held in MARCH 2009 in** **FIRST**  
**Division with** **ENGLISH** **as medium of instruction.**

DATE OF BIRTH	05/07/1992	DAY	MONTH	YEAR
		ZERO FIVE	JULY	ONE NINE NINE TWO

**THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS**

SUBJECT	Marks Secured (In figures)	Marks Secured (In words)
FIRST LANGUAGE : ( HINDI )	79	SEVEN NINE
THIRD LANGUAGE : ENGLISH	70	SEVEN ZERO
MATHEMATICS :	94	NINE FOUR
GENERAL SCIENCE :	83	EIGHT THREE
SOCIAL STUDIES :	78	SEVEN EIGHT
TOTAL :	404	FOUR ZERO FOUR
SECOND LANGUAGE : ( TELUGU )	52	FIVE TWO
GRAND TOTAL :	456	FOUR FIVE SIX
Life Skills Education : GRADE SECURED : A		
Marks of Identification : A MOLE ON THE LEFT HAND. A MOLE ON THE LEFT EYEBROW.		

*A. J. ...*  
**Head Mistress**  
**MAMTA HIGH SCHOOL**  
**Secunderabad.**  
 Date of issue : 27.05.2009

*M. Vijaya Kumari*  
**SECRETARY**  
**BOARD OF SECONDARY EDUCATION**  
**A.P., HYDERABAD**

1. Life skills Education : The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificates to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicate the old marks secured in previous appearances. **2009**



# State Board Of Technical Education And Training Andhra Pradesh

S. No : 100087



No. 120500087

This is to certify that **ABDUL NABI**  
 Son/Daughter of **MOHD BASHEER**  
 having completed the prescribed **3 YEAR FULL-TIME (SW)** Course of study approved by the Board  
 at **GOVT. POLYTECHNIC - HYDERABAD** and fulfilled  
 all the requirements is awarded this Diploma in **CIVIL ENGINEERING**  
 He/She has completed the pass requirements for the award of Diploma at the examination held  
 in **APRIL/MAY 2012** His/Her Permanent Identification Number  
 is **09186-C-001** and he/she has undergone Industrial Training for a  
 period of **SIX MONTHS** as part of the curriculum. He/She is  
 placed in **FIRST CLASS --** on the basis of marks secured as indicated.

Examination	Max. Marks	Marks Secured	Marks taken into Consideration for Award of Class	
			(In Figures)	(In Words)
I Year	1000	749	187 (25%)	ONE EIGHT SEVEN
III Semester	1000	704	704 (100%)	SEVEN ZERO FOUR
IV Semester	800	568	568 (100%)	FIVE SIX EIGHT
V Semester	300	279	279 (100%)	TWO SEVEN NINE
VI Semester	850	610	610 (100%)	SIX ONE ZERO
Total Marks in Figures		2348		
In Words		TWO THREE FOUR EIGHT		
Percentage of Marks :		73.38		



Given under the seal of the Board on this, the  
THIRTY FIRST day of MAY, 2012



**PRINCIPAL**  
 GOVT. POLYTECHNIC  
 Date : 10/05/2012  
 HYDERABAD-28

**CONTROLLER OF EXAMINATIONS**

**SECRETARY,**  
**STATE BOARD OF TECHNICAL EDUCATION**  
**& TRAINING, ANDHRA PRADESH**

# JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

HYDERABAD - 500 085, TELANGANA STATE, INDIA

TS 1006750



H.T No.: **12245A0101**

College Code : 24 ( G R R I E T, HYDERABAD )

*Mr. Abdul Nabi*  
*S/o. Mohd Basheer*

having fulfilled the academic requirements and passed the examination held during *May, 2015* in *First Class with Distinction* has this day been admitted by the Executive Council to the Degree of

*Bachelor of Technology*  
*Civil Engineering*

Given under the Seal of the University

Date: 21-04-2017



*CSE*

DIRECTOR OF EVALUATION

*Madiah*

REGISTRAR

*Aleesha*

VICE CHANCELLOR

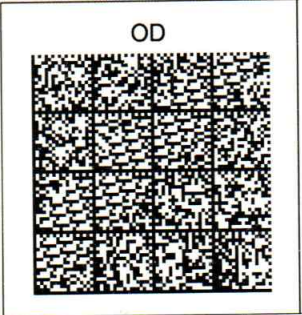
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PC No  
300352400513

6 JUL 2018



**ATTESTED**  
**A.B. NARSING RAO**  
B.Sc., LL.B

ADVOCATE & NOTARY  
H. No. 1-7-631/2/E, Gemini Colony  
Ramnagar, Musheerabad,  
Hyderabad-48, T.S., India  
Entered in the Notarial Register

Sl.No. 1106 Page No. 142 Dt. 6/7/18

69.5% and above	:	FIRST CLASS WITH DISTINCTION
59.5% & above and below 69.5%	:	FIRST CLASS
49.5% & above and below 59.5%	:	SECOND CLASS
Below 49.5%	:	PASS CLASS

217529



"AUTHENTICATED"  
*(Signature)*  
(N. SHANKAR)  
Asstt. Secretary to Govt. (General)  
General Administration Dept.,  
Telangana State Secretariat,  
Hyderabad India  
C No. 6829 /NRI/2018  
Dated 07-07-2018

भारत सरकार के सचिव/अवर सचिव/उप सचिव/अवर सचिव/सहायक सचिव/अनुपाल अधिकारी के हस्ताक्षर सत्यापित किए जाते हैं।  
The Signature of Secretary/Additional Secretary/Deputy Secretary/Under Secretary/Asstt. Secretary/Section Officer of State Government is/are

(अशोक कुमार)  
(ASHOK KUMAR)  
अंतर्राष्ट्रीय सहयोग विभाग (अंतर्राष्ट्रीय सहयोग और अंतर्राष्ट्रीय सहयोग)  
Section Officer (Attache)  
के. पी. वी. भवन / C.P.V. भवन  
विदेश मंत्रालय, नई दिल्ली  
Ministry of External Affairs, New Delhi

Hall Ticket No. : 12245A0101

Verified by : *(Signature)*



الإمارات العربية المتحدة  
UNITED ARAB EMIRATES  
Ministry of Foreign Affairs and International Cooperation  
وزارة الخارجية والتعاون الدولي  
Date: 11/07/2018 10:07  
رقم: 18010119868  
التاريخ: 11/07/2018 10:07  
مملكة الإمارات العربية المتحدة - نيودلهي  
البريد: 2900  
مصادق على صحة ختم وتوقيع وزارة الخارجية الهندية  
يكون تحمل أي مسؤولية تجاه المحتويات  
09318108

*(Signature)*  
**Controller of Examinations**

# Professional Evaluation & Certification Board

Recognised Center Code # 16102

**ISO 9001:2008 CERTIFIED**



**Ms/Mr ABDUL NABI**

Have been awarded the credential of

**DIPLOMA IN QUANTITY SURVEYOR**

Having met all of the certification requirements, which include the professional training experience, adoption of the (PECB) code of ethics and successful performance of the required examination, this individual is entitled to all the rights and privileges associated with this credential.

Completed on 15-07-2010 for 120hours

Verified  
Certificate

[www.pecbun.org](http://www.pecbun.org)



000016102



President

**432296**

Certificate No

**15<sup>th</sup> JULY 2010**

Date awarded

15/04/2016

Date of re-issue



05 JUNE 2018

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Abdul Nabi, S/o. Mohd Basheer has worked in our Organization from 10/07/2015 to 12/05/2018 as Civil Engineer.

He has resigned and left the organization on his own accord.

During the service period, his conduct was satisfactory.

We wish him all success in future endeavours.

For Megha Engineering & Infrastructures Ltd.

D V Ramana Rao

Chief General Manager - HR





# JJ INFRA PROJECTS

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**To whom so ever it may Concern**

This is to certify that Mr. ABDUL NABI has worked as a Civil Site Engineer at JJ Infra Projects for 02years 04 months starting from May 2018 to Sep 2020.

His role at JJ Infra Projects was Engineer. He was vital and he always found excellent in the assigned tasks. We paid for his work 26,000/- p.m. from last 10 months.

We at JJ Infra Projects congratulate him for his achievements during the job tenure and wish him success in the future endeavour.



*Jagannath*

Regards  
Jagannath  
JJ Infra Projects



**MODI BUILDERS &  
REALTORS (P) LTD.**

**To whomsoever it may concern**

It is our pleasure to inform you that **Mr. Abdul Nabi** son of Mr. Mohd Basheer has worked with us for the tenure of 1 year and 03 months. He has worked with M/s Modi Builders Realtors (P) Ltd for the position of **Engineer** from 24-09-2020 to 15-12-2021.

During the tenure mentioned above, Mr. **Mr. Abdul Nabi** has remained involved with the duties and responsibilities assigned to him. We found him competent and active with sincerity and determination. He is professionally sound and hard-working his dedication in taking contributions and initiative for the organization has proven helpful in the establishment repeatedly.

We respect his decision to resign from the services with us and wish him all the best in his future endeavors.

For Modi Builders Realtors (P) Ltd.

Y. V. R. Reddy  
SR HR  
Authorized



02<sup>nd</sup> December 2022

**To Whom It May Concern**

This is to certify that Mr. Abdul Nabi has been working with Vertex Homes Pvt Ltd. as a Quantity Surveyor in the QS & Planning Department from December 20th, 2021 to November 25th, 2022. He is very sincere, hardworking, and eager to learn.

He has demonstrated excellent conduct and character throughout his tenure. We have absolutely no hesitation in recommending him.

We wish him the best of luck in his future endeavours.

With regards,

V. Aruna Param  
Vertex Homes Pvt Ltd.





## Certificate of Completion

### Congratulations!

The Autodesk® Authorized Training Center (ATC®) course you have completed was designed to meet your learning needs with professional instructors, relevant content, authorized courseware, and ongoing evaluation by Autodesk.

The ATC network helps professionals achieve excellence in using our software products.

**Certificate No. 1564898445**

ABDUL NABI

*Name*

AutoCAD (2D,3D) 2015

*Course Title*

AutoCAD

*Product*

Srisailam Ankenapally

*Instructor*

2015-06-20 16 hours

*Date*

*Course Duration*

CADWorld

*Autodesk Authorized Training Center.*



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Carl Bass  
President, Chief Executive Officer



# ENGINEERS CADD CENTRE (P) LTD.

Opening new horizons to Engineers



## CERTIFICATE



Name : ABDUL NABI

Course : Certificate Course in Computer Aided Project Management

Contents : Primavera

Reg No : 90649

From : May 2015 to : June 2015

His / Her Grade is A+

GRADE	PERCENTAGE
A++	Over 80%
A+	Over 70%
A	Over 60%
B	Over 50%

**D. Anand K. Reddy**, M.E (Str.)  
Managing Director

Local Center Head

Note: The student may revise the course free or for a nominal cost during July to April months, basing on the student's request and MD's approval.

**Corporate Office :** F10, F11, F12, Eureka Court, Beside BATA, Ameerpet, Hyderabad, AP, India. Ph.040 - 4010 1010

web : [eccindia.org](http://eccindia.org)

