

MUNSIF NILARDEEN

(SCE NUMBER: 900270.)

QUANTITY SURVEYOR
MSc in Construction Project Management (R)



+966 544927151 imunsif4u@gmail.com

Riyadh, Saudi Arabia

PERSONAL DETAILS

Nationality: Sri Lankan
Passport No: N9741862
Experience: 14 Years

EDUCATION

- **BSc (Hons) Quantity Surveying and Construction Management**
- Sheffield Hallam University, UK
- **BTEC Higher National Diploma in Quantity Surveying and Building Economics**
- Edexcel UK
- **Diploma in Information and Communication Technology**
- IDM Pre University College
- **Diploma in AutoCAD**
- MCCE, Mawanella, Sri Lanka

SKILLS

- Team Management
- Decision-Making
- Communication Skills
- Technical Skills
- Innovative
- Language Proficiency
- English
- Tamil
- AutoCAD
- Microsoft Office
- MS Project
- Cost Estimation
- Variation Management
- Contract Administration
- Standard Methods of Measurement
- CESSM3
- SMM 7
- SLS 573
- Building Schedule of Rate (BSR)
- Project Management
- Construction Management

OBJECTIVE

Results-oriented Quantity Surveyor with over fourteen years of expertise in the construction industry, specializing in residential and commercial complex projects across Qatar, Saudi Arabia, and Sri Lanka. Armed with a BSc (Hons) in Quantity Surveying & Construction Management affiliated with RICS and currently pursuing an MSc in Project Management, my skill set encompasses team management, decisive decision-making, and innovative problem-solving. Proficient in AutoCAD and Microsoft Office, I excel in cost estimation, variation management, contract administration, and hold a comprehensive understanding of standard forms of contracts and measurement methods. Seeking a challenging position in Quantity Surveying or Construction Management, I aim to leverage my extensive experience to contribute to the success of construction projects. Open to opportunities in Saudi Arabia, Qatar, or any location aligning with my background, with additional proficiency as a Contract Administrator and Estimator.

WORK EXPERIENCE

Sr. Quantity Surveyor

Saudi Binladin Group (SBG), Saudi Arabia
April 2025 – Present

- **Interim Payment Certificates:** Proficiently prepare and process interim payment certificates, ensuring accuracy and compliance.
- **Tender Management:** supporting to tender proceeding with estimation.
- **Sub-contractor Billing:** Manage sub-contractor billing procedures, facilitating timely and accurate payment processes.
- **Communication Skills:** Collaborate effectively within the team, ensuring clear and efficient communication channels.

Quantity Surveyor

Nesma & Partners, Saudi Arabia
November 2022 – April 2025

- **AutoCAD Expertise:** Utilize AutoCAD proficiency for precise and detailed project drawings.
- **Standard Forms of Contracts:** Apply a solid foundation in standard forms of contracts for streamlined project execution.

- **Monthly Progress Reports:** Contribute to the development of detailed monthly progress reports, ensuring transparency and project insight.
- **Decision-Making:** Actively participate in team decision-making processes, leveraging strong decision-making skills.
- **Standard Methods of Measurement:** Ensure compliance with standard methods of measurement, maintaining precision in project execution.
- **Support for Variation Work:** Provide essential support for the execution of variation work, contributing to project flexibility.
- **Cost Estimation:** Implement cost estimation strategies to support comprehensive project planning.
- **Team Management:** Demonstrate leadership in effective team management, fostering a collaborative and productive work environment.
- **Adherence to Standards:** Ensure adherence to industry standards, enhancing the overall quality and success of construction projects.

Senior Quantity Surveyor

Rajarata Constructions, Sri Lanka

February 2017 - October 2019

- **Cost Management:** Oversee comprehensive project cost management, optimizing financial outcomes for successful project delivery.
- **Interim Bills of Quantities (BOQ):** Finalize interim Bills of Quantities (BOQ) with precision and attention to detail.
- **Cost Estimation Strategies:** Implement effective cost estimation strategies, contributing to meticulous project planning.
- **Variation Handling:** Skillfully manage project variations, ensuring seamless execution and adherence to project specifications.
- **Team Management:** Demonstrate leadership in team management, fostering collaboration and productivity.
- **Decision-Making Skills:** Utilize strong decision-making abilities to guide the project towards success.
- **Effective Communication:** Facilitate clear communication with project stakeholders, ensuring transparency and understanding.
- **Technical Measurement:** Leverage technical skills for accurate project measurements and assessments.
- **Innovative Solutions:** Contribute to the development of innovative solutions for project challenges.
- **Adherence to Standards:** Ensure adherence to standard forms of contracts, promoting consistency and compliance in project execution.

Quantity Surveyor

Nesma & Partners, Saudi Arabia

June 2015 - January 2017

- **Variation Execution:** Execute variation work based on final design and tender drawings, ensuring accuracy and alignment with project requirements.
- **Notifications and Approvals:** Prepare notifications and requests for approval of variations, maintaining comprehensive documentation.
- **AutoCAD Utilization:** Utilize AutoCAD for precise and detailed project drawings, enhancing project visualization.
- **Standard Methods of Measurement:** Ensure compliance with standard methods of measurement for precise project execution.
- **Team Collaboration:** Collaborate effectively within the team, fostering a cohesive and results-driven work environment.
- **Progress Reporting:** Contribute to the development of detailed monthly progress reports, enhancing project transparency.
- **Innovative Problem-Solving:** Apply innovative problem-solving skills to address and overcome project challenges.
- **Standard Forms of Contracts:** Adhere to standard forms of contracts, ensuring consistency and compliance.
- **Communication Proficiency:** Maintain proficient communication channels within the team for efficient project execution.
- **Variation Support:** Provide essential support for the execution of variation work, contributing to project flexibility and adaptability.

Quantity Surveyor

Buzwair Engineering and Contracting, Qatar

September 2011 - August 2013

- **Interim Payments:** Prepare monthly interim payments for client submission, ensuring accuracy and timeliness.
- **Work Planning:** Coordinate with Site Engineer for effective work planning, optimizing project efficiency.
- **Progress Review Reports:** Develop detailed progress review reports for regular project updates and assessments.
- **Earthwork Calculation:** Calculate earthwork for accurate project measurements, contributing to project precision.
- **Test Report Review:** Review and analyze test reports for quality control, ensuring compliance with project standards.
- **Road Marking Monitoring:** Monitor and calculate road markings for accurate project documentation.
- **Approval Submission:** Ensure timely submission of project documentation for approval, maintaining project timelines.
- **Effective Communication:** Communicate proficiently with site engineers for clear work planning and execution.
- **Financial Reporting:** Contribute to ongoing project financial reviews for accurate reporting and assessments.
- **Road Marking Calculation:** Calculate road markings to ensure accuracy in project documentation and execution.

Quantity Surveyor

Savisevana (PVT) Ltd, Sri Lanka

September 2009 - March 2011

- Quotation Management: Manage quotations from sub-contractors and suppliers, optimizing project cost-effectiveness.
- Cost Proposal Preparation: Prepare detailed cost proposals for project variations, ensuring comprehensive documentation.
- AutoCAD Drawings: Create AutoCAD drawings for additional works, contributing to project visualization.
- Contractual Correspondences: Craft contractual correspondences for enhanced project clarity and understanding.
- Additional Claims: Evaluate and prepare additional claims with supported documents, ensuring comprehensive project documentation.
- Subcontractor Certificates: Develop detailed monthly subcontractor certificates, ensuring accuracy in financial transactions.
- Ongoing Project Financial Reviews: Conduct ongoing project financial reviews, reporting actual costs and expenses to the contractor.
- Financial Status Reporting: Prepare, review, and check ongoing project financial status, reporting on actual cost and expenses.
- Monthly Valuation: Prepare monthly valuations for work done, contributing to accurate project financial assessments.
- Subcontractor Work Measurement: Measure subcontractor work for tender enquiries and monthly payments, ensuring accuracy and transparency.

Site Quantity Surveyor

Uni Construction, Sri Lanka

January 2008 - September 2009

- Regular Site Inspections: Conduct regular site inspections for accurate measurements and project assessments.
- Work Progress Collaboration: Collaborate with the Operations Team for effective communication and understanding of work progress.
- Work Measurement: Measure work completed from drawings, schedules, and variations for accurate project documentation.
- Work Discrepancy Reporting: Report discrepancies between actual construction and drawings, ensuring accuracy in project execution.
- Site Communication: Communicate with site operations on a daily basis, understanding the work program and progress on-site.
- Subcontractor Work Measurement: Measure subcontractor work for tender enquiries and monthly payments, ensuring on-site.
- Subcontractor Payment and Final Accounts: Measure subcontractor work for final accounts and facilitate accurate payment processes.
- Labor Productivity Measurement: Measure labor productivity through standard measures, optimizing project efficiency.
- Monthly Reconciliation: Check costs on a monthly basis for reconciliation and reporting, ensuring financial accuracy.
- Accuracy of Work Delivered: Monitor and check the accuracy of work delivered, ensuring compliance with project standards.

ACHIEVEMENTS

- Recognized for consistently achieving accurate and timely submission of interim payment certificates, leading to enhanced project financial management.

CERTIFICATIONS

- Completed a comprehensive training program in Cost Estimating for Roads, Bridges, and Ancillary Highway Elements from the Society of Engineers-UAE.

PROJECTS

- Successfully managed the cost estimation and finalization of interim Bills of Quantities (BOQ) for major residential and commercial complex projects, ensuring project profitability.

TRAININGS

- Completed a training program in Cost Estimating for Roads, Bridges, and Ancillary Highway Elements from the Society of Engineers-UAE.
- Successfully finished a Foundation Course in Contract Administration conducted by the Sri Lanka Quantity Surveyors - UAE.
- Participated in a specialized training program on Pricing Variation in Construction Contract facilitated by the Ministry of Construction, Engineering, Housing & Common Amenities.
- Completed a training program on Delays and Disruptions in Construction Contract organized by the Ministry of Construction, Engineering, Housing & Common Amenities.

DOCUMENTS FAMILIAR WITH

- Proficient in Civil Engineering Standard Method of Measurement (CESSM3) 3rd Edition, London.
- Well-versed in Standard Method of Measurement for Building Works (SMM 7) 7th Edition.
- Familiar with Sri Lankan Standard Method of Measurement (SLS 573).
- Knowledgeable in Building Schedule of Rate (BSR).

PROFESSIONAL MEMBERSHIPS

- Affiliated with the Royal Institution of Chartered Surveyors (RICS), showcasing commitment to professional standards and ethics in the field.

Dear Hiring Manager,

I am writing to express my enthusiastic interest in joining your esteemed organization, prompted by the exciting opportunity that perfectly aligns with my extensive experience and skill set in the construction industry. With over fourteen years as a dedicated Quantity Surveyor, my professional journey includes successfully managing a diverse range of residential and commercial projects in Qatar, Saudi Arabia, and Sri Lanka. Throughout my career, I have consistently contributed to project success through a commitment to precision, effective team collaboration, and innovative problem-solving.

My educational background includes a BSc (Hons) in Quantity Surveying and Construction Management, and I am currently pursuing an MSc in Project Management affiliated with RICS. This academic foundation, combined with practical experience, has equipped me with a robust understanding of standard forms of contracts, measurement methods, and project management principles. As a diligent professional, I am unwavering in my dedication to upholding the highest standards of accuracy, efficiency, and compliance with industry regulations.

In the realm of Contract Administration and Estimation, I bring specialized skills honed throughout my career. From managing interim payment certificates and variations to overseeing subcontractor billing, I have ensured the seamless and precise handling of financial transactions. My proven track record includes finalizing Bills of Quantities (BOQ), conducting thorough cost estimations, and adeptly navigating project variations. Proficient in AutoCAD, Microsoft Office, and MS Project, I have consistently contributed to the meticulous preparation of project drawings and progress reports.

Confident in my technical prowess, strong decision-making abilities, and unwavering commitment to excellence, I believe I am an ideal candidate poised to contribute to the continued success of your organization. Eager to bring my unique blend of experience, skills, and dedication to your dynamic team, I look forward to the opportunity to discuss how my background aligns with your organization's goals.

Thank you for considering my application. I am excited about the prospect of contributing to your team and would welcome the opportunity to discuss my application further.

Yours sincerely,
Munsif Nilardeen