



Mohammed Abdul Aziz

Technical Experience: 2+ years | Riyadh, Saudi Arabia.

0536349458 | mdabdulaziz1711@gmail.com

Description

- A Civil Engineer seeking a position as "Quantity Surveyor".

Experience

- **2A TECH LLC** January 2024 -
Quantity Surveyor
PROJECT: LINE 3 RIYADH METRO
Riyadh, KSA.
Metro Stations 3B2, 3D1, 3D2, 3E1 and 3E2.
- **Bricks Construction & Property Management** December 2022 - November 2023
Jr. Quantity Surveyor
PROJECT: Commercial & Residential Buildings.
Hyderabad, INDIA.

SUMMARY OF KEY ACTIVITIES:

- Prepared the detail quantity take-off as per the work done on monthly basis, for the preparation of interim certificates of payments and submit to consultant to take approval.
- Performs all necessary quantity take-offs required for the preparation of bill of quantities (BOQ).
- Involvement in the Ordering and procurement of materials.
- Preparation of daily, weekly & monthly progress reports for construction projects.
- Prepared material and quantity takeoff of structural, architectural, and external work quantities.
- Evaluated Subcontractors and Suppliers claims and preparation of interim certificates of payments for them.
- Prepared monthly valuations for payments to sub-contractors.
- Negotiated an agreement with subcontractors on site.
- Obtained Actual Productivity, Compare to budgeted Productivity, and reporting to Construction manager regarding the productivity status.
- Prepared monthly progress claims, and variations/change orders, Comparative Analysis.
- Prepared variation order documents and analysis, final payments and final accounts settlement with sub-contractor.
- Composed written communications to update main contractors/administrators/end-users of project status.
- Estimated costs for new-built, fit-out work, renovation and refurbishment projects.
- Performs all necessary quantity take-offs required for the preparation of subcontractor/supplier contract.
- Reviewed and replied to all correspondences regarding payments and variations with Client/subcontractors/suppliers.
- Prepared all payment applications and variations of subcontractors/suppliers. Studies the subcontractors/suppliers' payments and variations' status.
- Maintained the project filing system of all payments, variations and financial claims Attends to the negotiation of changes.
- Modified and claims with subcontractors and suppliers Attend to the closure of main contract/subcontracts/ supply agreements.
- Responsible for managing all project costs from pitch to completion. Quantity takeoff for Initial budget proposals for the cost of the project.
- Prepared comparison sheets for quotations from Suppliers and Subcontractors.
- Liaise/Coordinate with the Consultant and other Construction Professionals, such as Project Manager and site Engineers.
- Ensured that the administration of contracts by projects carried out in accordance with the company policies and procedures.
- Monitored the performance of awarded subcontracts, checking and agreeing with the accuracy of the monthly payment applications.

- Performs all necessary quantity take-offs required for the preparation of variation order/change order.
- Formulated change orders to existing subcontracts for change in scope and or pricing.
- Assisted in the review and settlement of any claims as may be raised by subcontractors.
- Assisted in the preparation of change orders to the prime contract between the company and the client.
- Provided essential work activities like interpreting, investigating, observing, searching, administrating, informing and coordinating.
- Prepared the Bar bending schedule and improvisation to reduce the wastage of steel.
- Applying costing foresight when looking at final project delivery.
- Working as part of a wider team with contracts managers and estimators.
- All Quantity Surveying duties including re-measurement, preparation of monthly progress applications and settlement of final accounts.

Education

- **Bachelor of Technology (B.tech) / Civil Engineering**
Nawab Shah Alam Khan College of Engineering and Technology / JNTUH

2022

Software Skills

- Microsoft Office
- AutoCAD 2D/3D
- ETABS
- Revit

Languages

- Arabic (Basic)
- English
- Hindi
- Urdu

Additional Information

Date of Birth: 17/11/1993
Passport No.: M9222948
Iqama Number: 2574589038
Iqama Status: Transferable
Iqama Profession: Construction Worker
Driving License: Yes
Nationality: Indian.



MOHAMMED ABDUL AZIZ