

Syed Shazeb *Civil & MEP Quantity Surveyor*

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📍 Place: Riyadh, Saudi Arabia

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🚩 Iqama: Transferable

Profile

Dedicated and detail-oriented Quantity Surveyor with 3+ years of experience in quantity takeoff, cost estimation, BOQ preparation, and project coordination across residential, institutional, and infrastructure projects. Experienced in AutoCAD, Civil 3D, MS Project, and Microsoft Office. Strong ability to manage variations, cost control, and resource allocation. Proven collaborator with multidisciplinary teams, delivering accurate measurements and timely project completion.

Professional Experience

November 2024 –
present
Riyadh, Saudi Arabia

Quantity Surveyor

Motion (MEP) – Main Contractor: UNIMAC

Project : DIRIYAH GATE PHASE II - Construction Of King Khalid Road Diversion, (KKRD), RIYADH, KSA.

As a Quantity Surveyor I have been responsible for the following key areas:

Quantity Takeoff: Accurately measured and calculated quantities for materials, labor, and equipment required on-site, ensuring precise billing and resource allocation. Proficient in using AutoCAD and Civil 3D for precise measurement and planning.

Change Management: Tracked and documented variations to the original scope of work, preparing change orders and supporting claims for additional costs when necessary.

Site Monitoring: Conducted regular site visits to track ongoing activities, ensuring work was completed to specification and within budget. Collaborated closely with site managers to verify work progress and quality.

I have in-depth knowledge of how to effectively execute these tasks, leveraging AutoCAD and Civil 3D to streamline the takeoff and design processes, ensuring accurate and timely documentation, cost control, and smooth project delivery.

June 2024 – 2024

Jr.Quantity Surveyor

Al Madina – Residential Villa Project

- Aided in quantity takeoff for materials, labor, and equipment, ensuring accuracy in cost estimation, billing, and procurement.
- Supported preparation of BOQs, cost estimates, and tender documents, contributing to effective project planning and budgeting.
- Monitored site activities to verify executed works against drawings and specifications, aided in progress measurement and reporting.
- Prepared interim payment applications and helped in evaluating subcontractor bills and invoices.
- Utilized AutoCAD and Civil 3D for precise measurement, planning, and documentation.

June 2021 – June 2023

Assistant QS

Ethad Constructions – G+10 Residential Building Project, India

Pre-Contract Responsibilities

- Prepared prequalification documents and responded to tender invitations in coordination with management.
- Extracted quantities from drawings and prepared detailed Bills of Quantities (BOQs).
- Conducted rate analysis with guidance from senior QS and updated BOQs.

- Collected and analyzed quotations from subcontractors and suppliers and prepared cost comparison reports.
- Assisted in tender submissions, ensuring accuracy and compliance with client requirements.

Post-Contract Responsibilities

- Prepared interim payment applications and coordinated with clients for timely certification.
- Monitored and reported on cost variances, assessing direct and indirect costs against contract scope.
- Supported cost control activities, including budget vs. actual analysis and material cost allocation.

July 2023 – 2024

Site Engineer

Shaheen Group of Institutions – G+4 Hostel Building Project, India

- Supervised and inspected on-site construction works, ensuring compliance with drawings, specifications, safety standards, and local building codes.
- Assisted in the preparation of construction schedules, cost estimates, and progress reports, supporting project planning and control.
- Maintained accurate site records, daily logs, and progress documentation, reporting regularly to project management.
- Ensured adherence to HSE protocols, conducting safety inspections and facilitating toolbox talks for site workers.
- Coordinated with contractors, subcontractors, and consultants to resolve technical and construction-related issues.

Education

Bachelor of Technology in Civil Engineering

Visvesvaraya Technological University – Belagavi, Karnataka, India

Higher Secondary Certificate (HSC)

Department of Pre-University Education – Karnataka, India

Secondary School Certificate (SSC)

Karnataka Secondary Education Examination – Karnataka, India

Skills

Professional Skills.

- Quantity Takeoff & Cost Estimation / Budgeting
- BOQ Preparation & Report Writing
- Technical Drawings Interpretation (AutoCAD, Civil 3D)
- Project Planning & Coordination
- Interim Payment Applications & Cost Control
- Site Safety Management & Compliance
- Strong Knowledge of Construction Software Expertise
- AutoCAD, Civil 3D
- MS Project
- Microsoft Office Suite (Excel, Word, PowerPoint)

Interpersonal Skills

- Strong Analytical & Problem-Solving Skills
- Effective Communication & Teamwork
- Discipline & Responsibility
- Ability to Work Under Pressure & Meet Deadlines
- Excellent Coordination & Collaboration

Languages

- English
- Hindi
- Arabic

Certificates

Diploma In Quantity Surveying

From: Al-Madina Institute Of Chartered Quantity
Surveying

Certificate no - AMI0904072414509