



Ayshan Islamli

Quantity Surveyor BEng

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📍 Riyadh, Kingdom of Saudi Arabia

🇦🇿 Azerbaijani

📅 23 March 1996

A motivated and results-driven Quantity Surveyor with 7 years of experience, effectively leading all the cost planning and estimating, procurement and tendering, commercial management, contracts administration, and cost management relating to building and infrastructure projects.

EDUCATION

Baku Engineering University

BEng in Civil Engineering (90.20 out of 100 GPA)

Baku, Azerbaijan

09/2014-07/2019

WORK EXPERIENCE

Quantity Surveyor | AtkinsRéalis

Riyadh, Kingdom of Saudi Arabia

07/2023-Present

Providing project and construction management (PMCM) services for King Salman Park Foundation as well as independent cost consultancy for a confidential client by managing costs, identifying and addressing potential issues early and providing informed advice at the appropriate time, to facilitate client control and enable business decisions to be taken with confidence - King Salman Park and Confidential Project.

Duties and Responsibilities

- Reviewing Contractor's monthly payment application and preparing interim payment certificates in coordination with project progress and contract milestones.
- Measuring completed works from as-built drawings with the help of AutoCAD/CostX software to support payment application submissions.
- Checking and verifying cost breakdowns provided by the Contractor under the work progress report to ensure the accuracy of rates and work performed.
- Managing and documenting all contractual variations and change orders in accordance with project procedures and client approvals.
- Updating monthly cash flow projections to forecast project expenditures.
- Assist in the preparation of detailed cost estimates for potential construction projects based on specifications, drawings and benchmarks.
- Attending weekly or monthly meetings with the client or contractors. Assisting on the recording of minutes of meetings, preparing meeting agendas, progress reports and documentations.
- Preparing comprehensive Bills of Quantities using Autocad/CostX software, detailing all necessary items and quantities essential for cost planning and cost estimating.

Quantity Surveyor | Pasha Inshaat LLC

Baku, Azerbaijan

01/2020-07/2023

Various projects managed and procured through construction management route - Crescent Development (Area: 450,000 m²) - USD 1.8 Billion which includes: an offshore hotel, office tower, residential tower, and a retail and entertainment centre; Port Baku North Tower (Area: 135,000 m²) - USD 130 Million which includes: offices, restaurants, shops and landscaped spaces; Courtyard by Marriott Baku (Renovation - Area: 28,000 m²) - USD 78 Million which includes: 4 star hotel with 365 rooms, 11 conference rooms and gym area.

Pre-Contract Duties and Responsibilities

- Preparation of contract documents and execution (contract/service agreement and purchase orders).
- Preparation and issuance of Letter of Intent/ Award.
- Preparation of tender documents (i.e., Expression of Interest, Non-Disclosure Agreement, Pre-qualification, Instruction to tenderers, tender communication – letters, meeting and tender clarifications, tender addenda, tender opening, tender evaluation, negotiations, bid tabulations/recommendations and award).
- Pretender estimating and an overview of budget deficiencies.
- Taking off quantities and preparation of the bill of quantities for structural, architectural, and fit-out works using Cost X.

Post-Contract Duties and Responsibilities

- Preparation of the interim payment certificate based on the monthly application submitted by the Contractors.
- Review of the Advance Guarantee and Performance Bond.
- Review and assessment of Contractor/Consultant claim submissions, including variations to the works, extensions of time and loss and expense claims.
- Evaluation of variations (change request approval – cost) and negotiation with the Contractors and agreeing on the cost (Value of the Variations).
- Closing out Contracts, preparing Final Account Statements.

Assistant Quantity Surveyor | Pasha Inshaat LLC

Baku, Azerbaijan

06/2018-01/2020

Project managed and procured through construction management route - Deniz Mall (Area: 120,000 m²) - USD 125 Million, which includes: five levels of entertainment, leisure, F&B and retail area.

Duties and Responsibilities

- Preparation of tender and contract documents, including bills of quantities.
- Assist in the measurement and administration of Contractor/Consultant interim applications for payment.
- Evaluation of variations and negotiation with the Contractors.
- Assist in final accounts and close out packages.

KEY SKILLS AND COMPETENCIES

- Cost Estimations
- Takeoff and BOQ Preparation
- Tendering and Contract Award
- Contract Administration (FIDIC and bespoke contracts)
- Interim Payment Assessments
- Variations/Change Management
- Cost Reporting
- Final Statements and Close Out

CERTIFICATES

- RICS “Foundation in Quantity Surveying” 6 months Training Programme
- Outstanding Performance Award for leading a timely and safe delivery of the Courtyard Marriott Hotel project
- CostX Fundamentals and Advanced Training
- Excel Skills for Business course held by Macquarie University

LANGUAGES

Azerbaijani (native) English (advanced) Russian (upper-intermediate) Turkish (upper-intermediate)

METHOD OF MEASUREMENTS

- NRM1 • NRM2

COMPUTER SKILLS

- MS Office • CostX • AutoCad 2D & 3D • Archicad • Coins (ERP) • Aconex

REFERENCES

Mr. Ali Abbas

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DECLARATION

All information in this resume is true and correct to the best of my knowledge and belief.

Ayshah Islamli