

Muhammad Adnan Rafiq

Senior Quantity Surveyor at Gulf Excellent Group GEG KSA

Email: adnannoor7715@gmail.com; Cell No KSA: 00966598967464 & 00966591065744

Education: BSc (Hons) QS (Top-Up) At De Montfort University (UK)
Diploma Associate Engineering in Civil

Professional Affiliations: Registered Engr. with **Punjab Board of Technical Education, Lahore**

Exp: More Than 7 Years, DOB: 30 Oct 1997

Known Languages: English, Arabic, & Urdu

Computer Skills: MS Word, MS Excel, MS Power Point, ERP, Outlook, AutoCAD, Civil 3D, Revit, Plan Swift & Cost X.

Location: Eastern Province Al-Ahsa Hofuf City

Passport No: EE1408661

Iqama Status: Transferable Iqama

Iqama & Driving License No: 2537130938



TRAINING / CERTIFICATION

- Four days training on **Contract Awareness**' held at HO Sendan International Company Jubail.
- One Week training on **ERP Software** held at HO Sendan International Company Jubail.
- About Understanding of Civil Engineering Standard Method of Measurement 4th Edition (**CESMM4**) Held at **PIQS**.
- Fundamentals of Schedules and Basics of Extension of Time (EOT) Held at **Professional Quantity Surveying Inst.**
- Bid Preparation - Mastering Winning Strategies, Introduction to PMO & RIBA Stage Held at **Professional Quantity Surveying Institute**.
- Workshop regarding Cost Estimations, Cost Impact, Forecast Planning, Qty Variations, Change Order's, & Claims, Rate Analysis, BBS held at **Sendan International Company Head office Jubail**.

JOB SUMMARY

A highly skilled and detail-oriented Quantity Surveyor with over 7 years of experience in Pre & Post Contract cost estimation, cost control, and contract administration across Oil & Gas, EPC, and large-scale Civil Infrastructure projects in Saudi Arabia. Specialized in multidisciplinary scopes including Mechanical, RTR Piping, Electrical, Instrumentation, Telecommunication, and Structural works. Proficient in CESMM4, CESMM3, and FIDIC conditions of contract, with deep expertise in quantity takeoff, BOQ preparation, reconciliation, change & Claim management, variations, and extension of time (EOT) processes. Demonstrated ability to manage both pre- and post-contract phases, evaluate and negotiate contract terms, and ensure full compliance with local regulations and international standards, with strong knowledge of Aramco specifications and procedures. Technically adept in Microsoft Excel, AutoCAD, Civil 3D, Cost X, Plan Swift, ERP systems, and PowerPoint for accurate cost analysis, reporting, and project monitoring. Excellent communication and coordination skills, with a proven ability to interpret drawings and contractual documents, liaise effectively with clients, consultants, contractors, and site teams, and contribute actively to progress meetings. Successfully delivered cost-effective solutions across a diverse portfolio of complex projects including oil & gas pipelines, industrial plants, wellhead tie-ins, dams, road tunnels, bridges, housing societies, and commercial and residential buildings throughout the Kingdom.

PROJECT INVOLVED

- **February 2025 to till Date:** *Gulf Excellent Group GCE Group GEG KSA* as **Senior Quantity Surveyor / Cost Estimator at** – UPSTREAM PIPELINES & WELLS TIE-IN PACKAGE-04 SAIPEM & ARAMCO.
- **1st January 2025 – 31st January 2025:** *Sendan international Company KSA* as **Project Quantity Surveyor at** Dew Point Control Unit (DPCU) Abqaiq Aramco Plant.
- **November 2022 to Dec 2024:** *Sendan international Company KSA* as **Project Quantity Surveyor & Cost Estimator** at Berri Development Project PKG-01 Aramco Abu Ali Island Jubail SAIPEM & ARAMCO.

- **Aug 2021 to Oct 2022:** FRONTIER WORKS ORGANIZATION JV POWER CHINA as **Quantity Surveyor** at Diamer Basha Dam 4500MV Hydro Power Projects FWO JV Power China Chilas Gilgit Pak.
- **September 2018 to July 2021:** City Housing Pvt Ltd, **Assistant Quantity Surveyor** at Construction HOUSING SOCIETY PROJECTS AT GUJRANWALA CITY 12,000 KANAL.

PROFESIONAL EXPERIENCE

GULF EXCELLENT GROUP GCE GROUP KSA, February-2025 Till Date

Duty & Responsibilities:

Responsible for all contract-related projects being executed by Gulf Excellent Group.

**1. JAFURAH-Upstream Pipelines & Wells TIE-IN Project Package-04 SAIPEM & SAUDI ARAMCO.
Value: SAR. 354.45Million – Pre & Post Contract**

- Preparing accurate & detailed cost estimates for construction project, analyzing project specifications, materials, time, labor cost & other factors to determine project budgets & cashflows.
- Prepare cost breakdowns and pricing schedules for tender submissions.
- Develop, maintain, and manage accurate financial documentation, including cost estimates, variation orders, CWO and Change Orders & progress payment schedules.
- Prepared and submitted Interim Payment Applications to the Client, ensuring timely review, approval & initiative-taking follow-up for SES Certificate issuance to facilitate subsequent fund release to Finance.
- Preparing & submission & reconciliation of Variation/Change Order, New Prices & Claims to the client.
- Compare actual quantities with BOQ and IFC drawings to identify discrepancies or variations.
- Measure and verify quantities of work executed on site in accordance with drawings and specifications.
- Maintain detailed quantity tracking and measurement records for all trades and activities.
- Preparing cost reports, Rate analyses, contracts, budgets, risk assessment, and other documents.
- Provide support during procurement processes, including tender evaluation and contract administration.
- Attend project meetings and provide updates on cost performance, financial forecasts, and potential risks to project timelines and budgets.
- Managing all pre- and post-contract QS functions including interim and final payments, variations, CWOs, claims, cash flows, and contractual correspondence.
- Participate in bidding/tendering preparation and evaluation, conducting quantity take-offs and pricing analysis.
- Evaluated and analyzed tender documents, contractual agreements, and variation orders to ensure compliance and cost integrity.
- Maintaining and updating the status of progress daily. Monitoring of progress of works on daily/weekly/monthly & prepare financial statements for monthly report.
- Documented design modifications, updated project budgets, and maintained comprehensive records of IFC drawings.
- Preparation of Bar Bending Schedule & Earthwork Cross Section on Civil 3D.
- Prepare reports, analysis, contract, budgets risk assessment & another relevant document.
- Review and process subcontractors' payment applications and variation claims, ensuring compliance and fairness.

SENDAN INTERNATIONAL COMPANY LTD KSA, From Nov-2022 To Jan-2025

Duty & Responsibilities:

Responsible for all contract-related works of projects being executed by Sendan International.

2. **Construction of Berri Development Project PKG-01 Expand Abu Ali Crude & KGP Gas Facilities SAIPEM & ARAMCO.** Value: SAR. 221.25Million – Post Contract
3. **Dew Point Control Unit (DPCU) Abqaiq Plant**
Value: SAR. 310.00Million – Post Contract
 - Preparing accurate & detailed cost estimates for construction project, analyzing project specifications, materials, time, labor cost & other factors to determine project budgets.
 - Prepare regular progress reports and cost reports for project stakeholders, providing updates on project status, budget performance, and forecasting future costs.
 - Develop, maintain, and manage accurate financial documentation, including cost estimates, variation orders, and progress payment schedules.
 - Attend project meetings and provide updates on cost performance, financial forecasts, and potential risks to project timelines and budgets.
 - Highlight cost and budget related problem areas and negative trends as a basis for the discussion of remedial actions.
 - To handle all Post-contract & Pre-Contract QS functions such as handling of interim and final payments, variations, commercial and contractual correspondence, cash flows, claims etc.
 - Provide cost estimate support during bid analysis and contract negotiations.
 - Evaluate & analyze tender documents, contracts & Variation.
 - Preparing cost reports, Rate analyses, contracts, budgets, risk assessment, and other documents.
 - Prepared & Submitted Interim Payment Applications to Client & Obtain Approval. And the follow-up, the Payment Certificate.
 - Maintaining and updating the status of progress daily. Monitoring of progress of works on daily/weekly/monthly & prepare financial statements for monthly report.
 - Monitoring construction progress & documents deviations to ensure the best outcomes during the claims management.
 - Documenting any changes in design, updating budgets & keeping record of IFC.
 - Preparation of Bar Bending Schedule & Earthwork Cross Section on Civil 3D.
 - Preparing & submission & reconciliation of Variation/Change Order, New Prices & Claims to the client.
 - Prepare reports, analysis, contract, budgets risk assessment & another relevant document.
 - Perform invoice handling and control processes for the review and validation of Contractors' certificates and the release of payments to Project Contractors by the Client.
 - Monitor ongoing construction projects and ensure they are completed within the projected budget and schedule.
 - Evaluation of Sub-contract billing prior to endorsement to accounting department for payment.
 - Provide support during procurement processes, including tender evaluation and contract administration.
 - Collaborate with project managers to analyze project requirements, budgets, and timelines, providing insights to support decision-making.

QUANTITY SURVEYOR AT FRONTIER WORKS ORGANIZATION JV POWER CHINA: Aug 2021 to Oct 2022:

Duty & Responsibilities:

Responsible for all contract-related works of projects being executed by FWO.

4. Diamer Basha Dam 4500MV Hydro Power Projects FWO JV Power China Chilas Gilgit Pak.

Value: PKR:144 billion– on EPC Basis

- Analyzing data collected from job sites, vendors, and other stakeholders to compile detailed cost information.
- Preparation of Interim Payment Certificates for Roads, Buildings & Infra-Structure & Dealing with Client to get approval of IPCs.
- Preparing the Roads, Dam, and Tunnel Cross section to take off the qty as per given topo graphic survey report & further procurement process.
- Preparing & submission & reconciliation of Variation/Change Order to the Client.
- Co-Ordination with Client for Commercial matters.
- Preparation of BOQ and take off Quantities from IFC DWG.
- Evaluation of Sub-con billing prior to endorsement to accounting department for payment.
- Provide support during procurement processes, including tender evaluation and contract administration.
- Pre-Qualification of Sub-Contract. Managing Sub-Contract Invoice.
- Collaborate with project managers to analyze project requirements, budgets, and timelines, providing insights to support decision-making.
- Preparation of Bar Bending Schedule.
- Prepare tender packages and contracts, including bills of quantities.

CITY ASSISTANT QUANTITY SURVEYOR AT CITY HOUSING SCHEME PVT LTD, SEP 2018 TO JUL-2021

Duty & Responsibilities:

Responsible for all contract-related works of projects being executed by City Housing Pvt Ltd.

5. Project: HOUSING SOCIETY PROJECTS AT GUJRANWALA CITY 12,000 KANAL.

- Maintaining records of estimated and actual costs.
- Priorities providing the BOQ and monitoring construction costs throughout the project lifecycle
Consult with clients to understand their requirements.
- Consult clients to understand their requirements.
- Assisting in the development and maintenance of detailed BOQ's, ensuring accurate quantity descriptions and unit pricing & preparation of Bar Bending Schedule of Buildings.
- Identifying and preparing variation orders, managing claims for additional work or changes in scope.
- Overseeing interim valuation processes and ensuring prompt payment certification.
- Reconciling subcontractor accounts, including validation of work done against subcontractor claims and certifications.



Experience Certificate

Date: January 31st, 2025.

Ref. No. EMP. 112726/ERT2025013157

This is to certify that **Muhammad Adnan, S/O Muhammad Rafiq** Passport No: EE1408661 & Iqama No: 2537130938 was employed as a **Quantity Surveyor** at **Sendan International Company Ltd KSA** from **01-November-2022** to **31-January-2025**. During His tenure with us, he demonstrated exceptional skills in quantity surveying and played an integral role in the success of several construction projects in the Kingdom of Saudi Arabia.

Muhammad Adnan is a dedicated and reliable professional Quantity Surveyor who always maintained a high standard of work and contributed positively to our team. We wish them all the best in their future endeavors and can confidently recommend them for any role in quantity surveying.

Raji Shawan
Senior Manager HR & Admin



SENDAN INTERNATIONAL COMPANY LTD

C.R. 205104244 - Capital: Twenty Seven Million SR

شركة سندان الدولية المحدودة

تسجيل تجاري 19811981 - بولي مال، سبعة وعشرون مليون ريال

منذ 1981 - طريق 114 - مدينة الخبر الصناعية 11961 - المملكة العربية السعودية - الطابق 114 - هاتف: 01373412547 (7 Lines) فاكس: 01373412288
P.O.Box 11980, Insej 114, Jubail Industrial City 31961, KSA, Tel.: (0137) 341 2547 (7 Lines) Fax: +966 (13) 341 2288



SNAMPROGETTI SAUDI ARABIA CO. LTD.
8993 NBC Building, Route 615, King Abdulaziz Road
3389 Adh Dhahran Industrial District
P.O. Box 30251 Dhahran 34521, Kingdom of Saudi Arabia
Tel. : (+966)13 668 8617 / (+966)13 865 8770

APPRECIATION LETTER

Date: December 22nd, 2024

To: SENDAN INTERNATIONAL COMPANY
LIMITED
P.O.BOX 11049
JUBAIL - 31961, KSA
SAUDI ARABIA
Att.: Mr. Muhammad Adnan
E-mail: qs.civil@sendan.com.sa

Dear Mr. Muhammad Adnan,

I am writing to express our sincere appreciation for your outstanding contributions to the PKG-01 Expand Abu Ali Crude & KGP Gas Facilities Expansion as the project's Quantity Surveyor. Your expertise, dedication, and meticulous attention to detail have played an integral role in the successful execution of this project.

Throughout the project, your ability to manage costs, assess materials, and maintain clear communication between all parties has been exceptional. Your proactive approach in addressing any discrepancies, handling budget revisions, and ensuring that the project adhered to financial guidelines has significantly contributed to our ability to meet deadlines and maintain a high level of quality.

We look forward to continuing our collaboration in future projects and are confident that your contribution will remain a key factor in our success.

Thank you once again for your hard work and dedication. We truly appreciate your support in delivering a project that we are all proud of.

Yours sincerely,

CAESAR BARLUADO

Project Management System Coordinator QUMAN Department





Appreciation Certificate

Date: 24 December 2024

Muhammad Adnan

SENDAN INTERNATIONAL COMPANY LTD KSA

Quantity Surveyor

In recognition of your exceptional skills, hard work, dedication, and contribution to the field of quantity surveying at **Berri Development PKG-01 Expand Abu Ali Crude & KGP Gas Facilities**, we are pleased to award you this certificate as a token of our appreciation.

Your professional expertise, accuracy in cost estimation, meticulous attention to detail, and commitment to excellence have been integral to the success of our projects. Your work consistently upholds the highest standards, and you have demonstrated great dedication to achieving optimal results.

We deeply value your contributions and look forward to continued collaboration and success.

I recommend him for similar or higher responsibility in his profession and wish him all the best in his future career endeavors.

Kind regards

Project Manager



(Sivakumar - PM)

Sivakumar Natarajan

Stamped:



SENDAN INTERNATIONAL COMPANY LTD.

C.E. 205500424A - Capital: Twenty Seven Million SR

شركة سندان الدولية المحدودة

سجل تجاري: ٢٠٥٥٠٠٤٢٤٤ - رأسمال: سبعون مليون ريال

مكتب: 11 - طريق 114 - مدينة العدل الصناعية 21911، المنطقة الصناعية الجنوبية، النعوم، الرياض 115 999 - هاتف: 011 341 2943 (7 Lines) - فاكس: 011 341 1288
PO Box 11049, Tower 114, Jeddah Industrial City 21961, KSA. Tel.: 011313412943 (7 Lines), Fax: 011313411288



EXPERIENCE CERTIFICATE

It is certified that Mr. Muhammad Adnan S/O Muhammad Rafiq bearing CNIC No 36602-9657866-1 has served at Diامر Basha Dam Proj Frontier Works Organization (FWO) from 01-Aug-2021 to 26-Oct-2022 as Quantity Surveyor. His performance was remained well above the board.

We wish him best of luck for his future and endeavors.

Station: Camp Area Bushi Das

Dated: 29 Oct 2022


Maj
2IC
(Saad Hanif)

EXPERIENCE CERTIFICATE

This is to certify that Mr. Muhammad Adnan S/O Mr. Muhammad Rafique having CNIC no 36602-9657866-1 has worked with Frontier Works Organization at Diemer Bhasha Dam as AQS from 1-Aug-2021 to 31-Aug-2022.

During this period, he has always proved himself to be eminently fit for the job and displayed great team spirit. He has also the knack for dealing IPC / Billing matters and very proficient in resolving IPC / Billing issues. He has been an asset to the organization and will be remembered by the administration and his colleagues.

I wish him best of luck for all his future endeavors

Station: DBDP Bushidas Camp

Dated: ___ Aug 2022



Colonel
Project Director
(Adil Obaid)



CITI HOUSING

CITI HOUSING

Private Limited

The Gold Standard Living

HEAD OFFICE: 168-Y Block
Commercial Area Phase III
DHA Lahore
Tel: (92-42) 35694642-3
UAN: (92-42) 111 555 551
Fax: (92-42) 3569 4769

Dated: April 28, 2021

TO WHOM IT MAY CONCERN

This is certified that Mr. **Muhammad Adnan** S/O Muhammad Rafique has been working with us as a **Assistant Quantity Surveyor** since September 12, 2018 till todote at our Gujranwala Housing Project.

During his stay with us, we found him very punctual, honest and loyal to his work. He knows all routine of work related to quantity survey works. We wish him every success in his future career.

This certificate has been issued on his own request.

for on behalf of Citi Housing (Pvt.) Ltd.

Manager HR

Citi Housing (Pvt.) Ltd. Gujranwala



Site Office Gujranwala: Canal Bank Road, Phase I, Gujranwala Tel: (92-55) 4810011-16 UAN: (92-55) 111 555 551, Fax: (92-55) 4810018
Site Office Sialkot: GKM, Daska Road, Ghuinke, Sialkot. Tel: (92-52) 6556002-8 UAN: (92-52) 111 555 551 Fax: (92-52) 655 6009
Site Office Jhelum: Satellite Town, G.T Road Jhelum. Tel: (92-544) 646771-3 UAN: (92-544) 111 555 551 Fax: (92-544) 646774
Site Office Faisalabad: 600 Meters Motorway Interchange, Sargodha Road, Faisalabad. Tel: (92-41) 2644503-7 UAN: (92-41) 111 555 551 Fax: (92-41) 2644508

E-mail: info@chhousing.pk Web: www.chhousing.pk Facebook: <https://www.facebook.com/ch.housing>



PRESENTED THIS ON
August 22, 2025 TO

Muhammad Adnan Rafiq

for attending the 5th CPD & Webinar of PIQS
in collaboration with Cost Umbrella &
Royal Institution of Chartered Surveyors (RICS)

**Bid Preparation - Mastering Winning Strategies &
Live Demonstration of Candy Software**

PRESENTED BY

Mr. Gultasab Ismail

A handwritten signature in blue ink that reads 'Laeeq Hassan'.

Laeeq Hassan
FRICS, FAIQS, PQS
Chairman PIQS





PRESENTED THIS ON May
17, 2025 TO

Muhammad Adnan Rafiq

for attending the 28th Webinar of PIQS

**About Understanding of Civil Engineering Standard
Method of Measurement 4th Edition (CESMM4) – Class
A: General Items**

PRESENTED BY

Mr. Muhammad Fayyaz Tabassum

A handwritten signature in blue ink that reads "Laeeq Hassan".

Laeeq Hassan
FRICS, FAIQS,
PQS
Chairman PIQS





PRESENTED THIS ON
July 18, 2025 TO

Muhammad Adnan Rafiq

for attending the 30th Webinar of PIQS
in collaboration with Cost Umbrella
Fundamentals of Schedules and Basics of Extension
of Time (EOT)

PRESENTED BY
Mr. Fawad Ahmed

A handwritten signature in blue ink that reads "Laeeq Hassan".

Laeeq Hassan
FRICS, FAIQS, PQS
Chairman PIQS





PRESENTED THIS ON
May 31, 2025 TO

Muhammad Adnan

for attending the 29th Webinar of PIQS
in collaboration with Cost Umbrella
Design Development Through Project Lifecycle

PRESENTED BY
Engr. Muhammad Tanveer Akhtar

Laeq Hassan

Laeq Hassan
FRICS, FAIQS, PQS
Chairman PIQS





PRESENTED THIS ON
February 8, 2025 TO

Muhammad Adnan Rafiq

for attending the 25th Webinar of PIQS
Webinar#1 of Pre-Contract Series
Introduction to PMO & RIBA Stage

PRESENTED BY
Ms. Sumaira Khalid

Laeeq Hassan
FRICS, FAIQS, PQS
Chairman PIQS






JAFURAH
CONTRACTOR
 MUHAMMAD ADNAN

GEG



JAFURAH PROJECT SITE



Muhammad Adnan

91185

BLOOD TYPE : B+

SAIPEM

EXP DATE : 31-DEC-2028

1. Identification: Carry the ID card at all times during the working hours for identification purposes.
 2. Authorization: The ID card is strictly for official use and should not be shared or used for unauthorized purposes.
 3. Loss/Replacement: If lost, please report to the HR/Security Department immediately.

ISSUED BY
 Snamprogetti Eng. & Contr. Co.Ltd
 Jafurah Project

Position : QUANTITY SURVEYOR
Pasaport/Iqama : 2537130938
Nationality : PAKISTAN
Blood Type : B+

Unappropriate use of card or its alteration shall be considered as damage to Company integrity and its reputation and immediately reported to the authorities for further action as prescribed by the law

This card is property of Snamprogetti Eng. & Const. Co.Ltd. If found please return to Snamprogetti Eng. & Const. Co.Ltd, Adh Dha Industrial District, P.O. Box 34521 Dhahran NBC Building No. 98993 Kingdom of Saudi Arabia
 Tel: 009661138657881

Issue : 4/16/2025 Expiring : 4/14/2031

سندان
SENDAN



Emp. No.: 112627 رقم الموظف
Name: Mohammed Adnan
Job Title: Quantity Surveyor
Validity: End of Contract

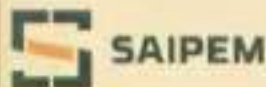
محمد عدنان
شمسي الوظيفي: سماح أراضي كميات
تاريخ الانتهاء: بانتهاء عقد العمل

EDD

www.sendan.com.sa



CONTRACTOR
MUHAMMAD ADNAN
SENDAN
SEND-6495



أرامكو السعودية
saudi aramco



محمد عدنان
MUHAMMAD ADNAN

CONTRACTOR

مقاول

Emp. No.
8603816

Emp. Date

9/30/2025

ID/igama No. 2537130938
Nationality: PAKISTANI
Blood Group: B+

Emergency Contact Number
Company Nurse: +966-546089117
SOS/med Insurance Assistance: +966-546572636

SENDAN International Co. Ltd.

P.O Box 11049 Tareeq 114, Jubail Industrial City

31961, Kingdom of Saudi Arabia, Tel.:

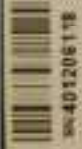
(013) 341-2343 (10 Lines), Fax: -966 3 341 1288

Authorized Signature:

Nationality: Pakistani الجنسية باكستانية
Gov.No: 2537130938 رقم الهوية الوطنية
Blood Type: B+ فصيلة الدم
شركة سندان الدولية للمقاولات
SENDAN INTERNATIONAL CONTRACTORS CO
0010007231

هذه بطاقة ملكية شركة سندان الدولية للمقاولات
وقد صممتها من طرف الشركة الوطنية للمقاولات
والتي لا يجوز استخدامها في أي مشروع آخر
المعروف باسم سندان الدولية للمقاولات
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Position: QUANTITY SUPERVISOR
Passport/Igama: 251709138
Nationality: PAKISTANI
Blood Type: B+

ISSUED BY
Shamrongh Saudi Arabia Co Ltd
BERRI DEVELOPMENT PROJECT
Unauthorized use this card or its alteration
shall be considered damage to Company's integrity
and its reputation and immediately notified to the
authorities for further action as prescribed by the law

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Dhahran 3400 Building No 10993 Kingdom of Saudi
Arabia Tel: 809413245788

Issued: 4/24/2023 Expiring: 6/30/2025