



# ALI MUBARAK SULAIMA LEBBE

Senior Quantity Surveyor / Cost Manager

## CONTACT

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## EDUCATION

- 2015 - 2019**  
INNOVATIVE UNIVERSITY OF HAITI  
Bachelor of Science with Honors in  
Commercial Management & Quantity  
Surveying
- 2006 - 2009**  
DEPARTMENT OF TECHNICAL EDUCATION & TRAINING  
National Certificate in Quantity Surveying

## KEY SKILLS

- Quantity Measurement
- Bill of Quantity
- Cost Estimation & Reporting
- Tendering
- Interim & Final Payments
- Variation & Claim
- Commercial & Contract Administration
- Risk Management and Dispute Resolution
- Cost Monitor & Control

## TECHNICAL SKILLS

AutoCAD, MS Office & MS Project,  
Planswift & Bluebeam, SAP / ERP, Aconex

## LANGUAGES

English (Fluent), Tamil (Fluent),  
Arabic (Basics)

## PERSONAL PROFILE

Accomplished and highly analytical Quantity Surveyor and Commercial Specialist with over 13 years (Including 10 Years in GCC) of diversified experience in both pre-contract and post-contract phases within the construction industry. Proven proficiency in cost estimation, financial management, contract administration, and project risk management. Demonstrated ability to execute extensive projects within budget, contributing to process improvements and stakeholder satisfaction. Seeking to leverage my skills and expertise to contribute effectively to a forward-thinking organization.

## WORK EXPERIENCE

- SENIOR QUANTITY SURVEYOR | OCT 2024 - PRESENT**  
Urbacon Saudi Company, KSA  
Project: Wadi Safar Main Construction  
Employer: Diriyah Company
  - Coordinated the preparation and issuance of service provider and subcontractor inquiries, follow-up to obtain competitive quotations.
  - Drafted, reviewed, and negotiated service and contract agreements in alignment with project requirements and organizational standards.
  - Conducted interim valuations for subcontractors and service providers, and issued accurate payment certificates in accordance with contract terms.
  - Assessed site progress by measuring and valuing completed works, ensuring timely reporting and financial tracking.
  - Compiled and submitted client interim payment applications, ensuring alignment with contractual obligations and project progress.
  - Analyzed variations based on employer requirements and contractor proposals, preparing comprehensive recommendations for client approval.
  - Provided strategic commercial advice and contractual support to Project Managers and Directors, with a focus on identifying and mitigating risks.
  - Actively participated in commercial meetings, representing the organization's interests and fostering collaborative stakeholder engagement.
  - Maintained meticulous records and documentation related to quantities, cost data, contract details, and commercial correspondence.
  - Delivered technical guidance and mentorship to junior team members, promoting best practices and knowledge sharing.

## WORK EXPERIENCE (CONT...)

### SENIOR QUANTITY SURVEYOR JAN 2024 - OCT 2024

United Maintenance and Contracting Company, KSA

Project: Qiddiya Speed Park Track

Employer : Qiddiya Investment Company

- Conducted precise quantity takeoffs and measurements based on design documentation and construction drawings.
- Prepared subcontractor inquiries and work packages, followed by thorough pricing comparisons to support cost effective decision making.
- Evaluated and certified subcontractor payment applications through rigorous verification and contract assessment.
- Assessed and documented on-site progress by measuring and valuing completed works for billing and interim payment purposes.
- Monitored and managed project costs, ensuring alignment with approved budgets and financial targets.
- Participated in client, design, project, and site meetings to provide commercial insights and contractual guidance.
- Collaborated closely with project teams and stakeholders to ensure shared understanding of technical, commercial, and operational requirements.

### SENIOR QUANTITY SURVEYOR AUG 2021 - OCT 2023

HUB Contracting and Trading Co. WLL, Qatar

Project: Design & Build Family & Labor Accommodations, Pre Contract Phase

Employer : UCC Holding, Qatar

- Analyzed tender documents and coordinated with tender management to finalize submissions in accordance with project timelines and requirements.
- Executed detailed quantity takeoffs based on project drawings and specifications, supporting accurate cost estimation and budgeting.
- Compiled comprehensive Bills of Quantities in accordance with established construction standards and contract specifications.
- Performed periodic site visits to assess and quantify progress for the preparation of interim payment applications.
- Assisted in identifying and evaluating cost variations arising from employer requirements and contractor proposals.
- Reviewed and certified subcontractor and service provider invoices, ensuring accuracy and compliance with contractual terms.
- Maintained comprehensive records and documentation for all commercial, contractual, and cost-related activities throughout the project lifecycle.

### SENIOR QUANTITY SURVEYOR OCT 2019 - MAR 2021

UCC Holding, Qatar

Project: Design and Build Setting of Printing Press, New Mazrouah 300 Soldier Barrack

Employer : Qatar Arm Forces

- Prepared quantity takeoffs to ensure alignment and accuracy in the development of the Bills of Quantities.
- Prepared and issued inquiries to subcontractors and service providers, ensuring timely receipt of competitive quotations.
- Evaluated site progress by measuring and valuing executed works, enabling timely and accurate Interim Payment procedures.
- Assisted in identifying and evaluating cost variations arising from employer requirements and contractor proposals.
- Collaborated with multidisciplinary project teams to address cost-related issues and implement corrective measures.

### QUANTITY SURVEYOR SEP 2016 - JUN 2018

Generic Engineering Technology Co. WLL, Qatar

Project: Al Messila Resort & VIP SPA, Al Bidda Park

Employer : Private

- Prepared quantity takeoffs.
- Evaluated site progress by measuring and valuing completed work for interim payment applications.
- Supervised and inspected construction activities to ensure adherence to plans and specifications as per contract requirements.
- Managed and coordinated subcontractors to ensure cost efficiency, availability, and timely delivery of activities.
- Monitored and managed the workflow of assigned project tasks.
- Updated progress reports on a daily, weekly, and monthly basis.

### QUANTITY SURVEYOR MAY 2013 - DEC 2015

KBM GROUP LTD. (IHE), Qatar

Project: Western Green Spine

Employer : Qatar Foundation

- Prepared quantity takeoffs to ensure accuracy of the Bill of Quantities.
- Assisted in preparing material, manpower, and equipment requirements.
- Evaluated site progress for billing purposes.
- Controlled and managed project expenditures within the allocated budget.
- Collaborated with project teams to address and resolve cost-related issues.
- Updated progress reports on a daily, weekly, and monthly basis.
- Managed project bonds, insurances, guarantees, and commercial logs.

I hereby declare that the above are true and correct to the best of my knowledge.

Ali Mubarak Sulaima Lebbe