

Mohamed Sarafath Hassan Abdul Mukthar

Quantity Surveyor / Cost Manager

Jeddah, Kingdom of Saudi Arabia

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[Availability with Notice Period.](#)



Profile Summary

I have approximately 10 years of experience in Commercial Management, focusing on Commercial, Procurement, and Contract deliverables during both pre- and post-contract stages. My background spans broadly in Contracting firms, working on a variety of projects, including commercial buildings, high-rise structures, mixed-use developments, residential schemes, infrastructure, and international landmarks in regions like Sri Lanka, Qatar, and Saudi Arabia. I specialize in managing commercial and contractual aspects of main contracts and subcontracts, providing overall project coordination support when needed. My skills include Contract Administration, Procurement Engineering, Pre-contract & Post-contract Management, and handling Claims & Variations, among other QS duties. I am passionate about cultivating strong client relationships, fostering collaboration among project teams, and maintaining clear effective communication with contractor/vendor to drive optimal commercial outcomes.

Professional Qualifications

- ❖ **BSc (Hons) Quantity Surveying-UK.** Liverpool John Moores University.
- ❖ **BTEC Higher National Diploma (HND) in Quantity Surveying & Construction Economics- UK.** The Pearson BTEC in the United Kingdom (Level 5)
- ❖ **Diploma in AUTO-CAD.** The CADD Centre Lanka is approved by the Tertiary Vocational Education Commission of Sri Lanka.

Professional Membership

Saudi Council of Engineers -908343

Employment History

Designation : Project Quantity Surveyor
Company : East Delta Saudi Co.
Period : 03/2023 - (Currently Working)
Country : Saudi Arabia-Jeddah

Specialist in IPA, Sub Contractor Bill Preparation, Sub Contractor Negotiation, Takeoff for Purchase Order for Procurement. (Civil, Architecture and MEP)

Major Project Involved: 43,615 SQM of leasable area, consisting of Cinema, Internal entertainment, restaurant & cafes with multi usable areas.

Key Responsibilities (Post Contract)

- ❖ Preparation of cost estimates at the concept, schematic, detailed design by using CostX.
- ❖ Preparation of Bill of Quantities.
- ❖ Preparation of tender documents and respond to tender queries.
- ❖ Value engineering exercises.
- ❖ Preparing draft payment application for forecast work progress amount and advise the site team to reach the monthly target (Cash flow forecast).
- ❖ Prepare the Monthly Interim Payment Application negotiation and justifying to the Engineer.
- ❖ Initial subcontract negotiations, RFQs, rate comparison reports according to budget, organizing and managing of the subcontract tender procedure, conducting, coordinating commercial bid evaluations and negotiations lead to subcontractors' finalization.
- ❖ Subcontract administration as interim payment certificates, evaluating variations and claims, contractual correspondences, Commercial meetings, handling Work Orders, Final Accounts and Deed of Release.
- ❖ Follow up and tracking the variation Submittals.
- ❖ Responding to contractual drafts to Engineer and Subcontractors for assigned trades.
- ❖ Assistance in preparation of supplementary further to EOT from time to time according to the commercial aspects of the project.
- ❖ Assist / produce Cost Forecast, Cost Reports as per the designated timeframes.
- ❖ Claims and Payment status monthly reporting, regular status updating and reporting to the upper management of the Key project performance parameters related to contracts and commercial.
- ❖ Vendor management, establishing Purchase orders, and delivery tracking.

- ❖ Expedite and ensure timely receipt of accountings and other deliverables from subcontractors.
- ❖ Commercial and Execution coordination with other departments.
- ❖ Gather data from QA/QC department such as WIR, MIR & NCR Logs for IPA Claim and Discussion with Consultants.

Employment History

Designation : Quantity Surveyor
 Company : AL Jaber Holdings W.L.L
 Period : 06/2018 - 05/2022
 Country : Qatar

Specialist in building, villa, civil, architectural and electrical works.

Major Project Involved: Mesaieed Housing Project (48) P-3 & Qatar Foundation (Learning Centre), Alwaha club building, 55 km long mesaieed intersection private road project, Al-Jaber Head Quarters.

Key Responsibilities (Pre & Post Contract)

- ❖ Prepare BOQ as per the engineer or employer requirement for civil and MEP works. Taking Measurements from drawings as per construction standards.
- ❖ Better understanding of the different building contracts.
- ❖ Prepare the work progress and valuation report according to the site condition.
- ❖ Reviewing the tender documents and Civil and MEP specifications and requirements.
- ❖ Responsible for coordinating Civil & MEP drawings to prevent any design conflicts or issues via Naviswork.
- ❖ Responsible for reviewing the tender documents and MEP specifications and requirements.
- ❖ Preparing Queries bases on the missing details in the Tender.
- ❖ Attending to clients queries and meetings regarding including BOQ's, review of application for payment based on site visit, progress, variations, claims
- ❖ Identify the terms and conditions of contract, interpretation of project specifications, drawings and scope of works.
- ❖ Finding the possible variation based on the client requirement
- ❖ Assisting in Preparation of Financial report to submit the clients and concerned departments.
- ❖ Prepare the Monthly Interim payments based on the approved Work Inspection Requests.

Designation : Quantity Surveyor
 Company : FAL Corporations Company
 Period : 12/2015 - 02/2018
 Country : Qatar

Specialist in cost consultancy for civil, architectural works, external Travertine stone cladding, hard and soft landscaping

Major Project Involved: Health Care Centre (Muaither, Al Wajbah, Umm Salal, Al Khor, University of Qatar), Doha Down Town, Lusail Energy City

Key Responsibilities

- ❖ Review the quantities in BOQ and preparing quarries for any false.
- ❖ Assisting the suppliers & sub-contractors for processing the addition works or orders.
- ❖ Estimating the quantities and cost of material, labour and equipment based on contract drawings or specification.
- ❖ Taking off measurement for completed projects.
- ❖ Attend the monthly meetings with client & contractor.
- ❖ Sending inquiries to material supplier for receiving quotations.
- ❖ Review the man power productivity for different type of project and preparing the cost control report for man power supply.
- ❖ Identifying and analysing the variation instruction given by the engineer.
- ❖ Responsible for taking join measurement physically for quantifying the work done.
- ❖ Submit the Interim payment application with relevant documents which are prefers by the contractor.
- ❖ Maintain all civil work quantity surveying documents and logs applicable.

Designation : Assistant Quantity Surveyor
Company : YD Real Estate Developers
Period : 04/2015 - 10/2015
Country : Sri Lanka

Major Project Involved: Residential apartment (G+M+25)

Key Responsibilities

- ❖ Measure and value the work done on site.
- ❖ Procure or agree the services of contractors and/or subcontractors who work on the construction of the project.
- ❖ Certify the Interim application of the contractors and sub-contractors.
- ❖ Arrange the progress meeting with contractors and government authorities.

Designation : Trainee Quantity Surveyor (Intern)
Company : International Construction Consortium
Period : 08/2014 - 03/2015
Country : Sri Lanka
Specialist in cost consultancy work and Pre-cast construction

Major Project Involved: University Administration building, Student Accommodation Compound.

Technical Competencies

Project Commercial Management
Project budget Management
Project Changer Management
Procurement and Tender Management
Cost Estimation
Communication and Negotiation

Tool Capabilities

CostX, Planswift, Revit Architecture, AutoCAD, MS Office Package (Excellent Knowledge)

Skills

- Strong knowledge of civil works technical aspects.
- Ability to develop strong professional client relationships.
- Well-versed in quantity surveying and all the vital parameters associated with the field.
- Excellent attention to detail.
- Easily interact and create relationship with team members

Personal Information

Nationality : Sri Lankan
Sex : Male
Civil Status : Married
Location : Saudi Arabia
Preferred Location : Anywhere in KSA
Visa Status : Transferable Employment Visa
Joining Period : Available with Notice Period

I do hereby declare that this resume correctly describes my qualifications, experiences, and self to the best of my knowledge.



Mohamed Sarafath Hassan Abdul Mukthar