

Mohamed Sharaf

Quantity Surveyor | Estimator

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Location: Riyadh, Saudi Arabia.

Immediately Available with Transferable Iqama



CAREER OBJECTIVE

A dedicated Quantity Surveyor (Civil & MEP) with over 5 years of experience handling the commercial management, estimation, and both pre- and post-contract responsibilities across diverse projects, including high-rise buildings, commercial complexes, and residential developments. I have gained valuable industry experience in Sri Lanka, Qatar, & Saudi Arabia. Equipped with strong technical knowledge, sound understanding of construction procedures, and excellent communication and teamwork abilities. I am currently seeking an opportunity within your esteemed organization to build a successful and impactful career as a professional Quantity Surveyor.

PROFESSIONAL QUALIFICATIONS

- BSc (Hons) in Quantity Surveying – Pearson College (UK). ®
- Higher National Diploma in Quantity Surveying –BCAS Campus - Pearson College (UK).
- Diploma In Construction Design and Technology - BCAS Campus
- Diploma in quantity surveying – British Oaktree campus

CAREER HISTORY

- Organization: CHINA RAILWAY NO.3 CREC), KSA.
Position: Project Quantity Surveyor
Duration: July 2025 – Present
Project: SAPPHIRE RIYADH FACTORY PROJECT
- Organization: SNS ENGINEERING (PVT) LTD COLOMBO – SRILANKA.
Position: Quantity Surveyor/ Estimator
Duration: July 2023 –May 2025
Project: Hospital Building
- Organization: ESTAFF DOHA, QATAR.
Position: Project Quantity Surveyor
Duration: June 2021 – May 2023
Project: Commercial building
- Organization: AR Architecture & Construction (PVT) LTD COLOMBO – SRILANKA.
Position: Quantity Surveyor
Duration: June 2020 – May 2021
Project: Residential Building



ROLES AND RESPONSIBILITIES:

Pre- contract

- ✓ Accurate quantity take-offs and measurements (Civil & MEP) to determine material requirement for projects.
- ✓ Quantity take-off from the Drawing.
- ✓ Study tender documents including drawings, project specification, BOQ, scope of work, contract details and conditions.

- ✓ Send RFQ's (Request for Quotations) to all approved suppliers and sub-contractors.
- ✓ Prepare a comparative study report of vendor quotes to facilitate informed financial decisions regarding supplier and subcontractor selection.
- ✓ Calculating a final figure for the estimated cost, supplemented by adjustments for overheads and profit, and presenting a tender price.
- ✓ Compile all estimates and analyses into a cohesive bid submission that aligns with project requirements and deadlines.
- ✓ Collecting information about new suppliers, conducting Internal & External Surveys and recommending competitive vendor to company for saving costs.
- ✓ Rate of different subcontractor package and rate build up for BOQ items.

Post-contract

- ✓ Undertaking quantity takeoffs from drawings and specifications to determine the quantities of materials and resources required for the project.
 - ✓ Preparation of interim payments application to the Main Contractor with All Supporting Documentation.
 - ✓ Preparation of Subcontractor and Supplier interim payment certificates.
 - ✓ Preparation of Cost impact assessment / Variation Order to the Main Contractor.
 - ✓ Prepare rate analysis and rate build-up.
 - ✓ Preparation of the monthly reports, and maintenance of logs (Notices of Variation, Variation, Claim, Instruction, Payment, Value Engineering, Insurance, Subcontractor priority Payment)
- Evaluating the interim payment application (IPA) and preparing (IPC) interim payment certificate

LICENSE AND ACCREDITATIONS

- Saudi Council of Engineers. - ID: 1156072

KEY COMPETENCIS

- Methods of Measurements (POMI, NRM 2)
- Condition of Contract (FIDIC 1999)
- Quantity take-offs in AutoCAD, and PlanSwift
- Preparing Interim payments, variations claim, EOT claims and final accounts
- Fit-out and Joinery Estimation & Take-off

INTERPERSONAL & COMPUTER SKILLS

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| <ul style="list-style-type: none"> • AutoCAD • PlanSwift • Microsoft Office • Team Collaboration • Adaptability | <ul style="list-style-type: none"> • Work with Punctuality • Being Responsive • Driving license (Sri Lanka) • English Language • Tamil Language |
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PERSONAL DETAILS

- Full Name: Jaufeer Mohamed Sharaf
- Marital Status: Single
- Nationality: Sri Lankan

