



MOHAMED KAFF SAYEED A.K

QUANTITY SURVEYOR

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PROFESSIONAL SUMMARY

Quantity Surveyor with 7+ years of experience in cost control, BOQ preparation, tendering, and FIDIC-based contract administration for construction and road projects in Saudi Arabia and India. SCE-registered professional skilled in budget control, progress billing, variations, and claims management. Proven ability to support competitive bids through accurate cost planning, tender analysis, and value engineering. Experienced in supplier coordination, subcontractor management, and site progress verification across building and infrastructure works.

WORK EXPERIENCE

Quantity Surveyor

Nov 2023 - Present

Trading and Development Partnership, Riyadh, Saudi Arabia.

PROJECTS:

- Class II Landfill, Rabigh – Elsaif (SEPCO) | SAR 1.80M
- Sukhaybarat TSF Extension (Lining) – Ma’aden | SAR 2.15M
- Juaymah Terminal Expansion (HDPE Liner) – Aramco | SAR 7.37M
- Evaporation Pond in Ras Tanura (Lining) – Aramco | SAR 1.80M
- Zuluf AH Crude Oil Increment Project – Aramco | SAR 1.54M
- Bulgha Heap Leach (Lining) - Ma’aden | SAR 7.30M

RESPONSIBILITIES

- Prepared accurate cost estimates, BOQs, and RBOQs for Landfill Heap Leach, Geosynthetics lining, and civil support works.
- Managed pre-contract activities: tender preparation, bid evaluation, vendor assessment, and contract negotiation.
- Conducted post-contract quantity surveying, including site measurements, progress billing, IPC preparation, and final account settlements.
- Coordinated site teams, ensuring alignment with engineering drawings, project schedules, and FIDIC-compliant contracts.
- Handled contract administration, variations, claims, and change orders per Saudi building codes.
- Used PlanSwift, MS Project, AutoCAD, and MS Office for quantity take-offs, scheduling, and documentation.
- Maintained records, as-built documentation, and measurement logs for audits and client approvals.
- Performed site visits, developed MTOs, verified quantities, prepared RFQs, evaluated offers, and negotiated pricing.
- Developed method of construction, mobilization, procurement, and work execution plans, including equipment/material datasheets.
- Estimated man-hours and indirect costs including labor camp, site offices, temporary works, utilities, and site facilities.
- Reviewed existing revenue estimates, compared with previous results, and analyzed differences for accurate future projections.

Technical Engineer & Quantity Surveyor

Dec 2018 - Jan 2023

Kadayanallur Municipality, Tamil Nadu, India.

PROJECTS:

- 40 KLD Capacity of Fecal Sludge Treatment Plant - Kadayanallur Municipality | INR 40M
- Two LPG Crematoriums - Kadayanallur Municipality. | INR 3.00M
- Providing and Laying of BT Road (L = 3.845 Km) - Kadayanallur Municipality | INR 2.75M
- Construction of Urban Health and Wellness Center - Kadayanallur Municipality | INR 2.00M

RESPONSIBILITIES

- Prepared cost estimates, BOQs, and RBOQs for municipal projects including road construction, building construction, drainage systems, water supply networks, and FSTP plants.
- Managed pre-contract activities, including tender preparation, bid evaluation, vendor assessment, and contract award recommendations.
- Conducted post-contract quantity surveying: site measurements, progress billing, IPC preparation, and final account settlements for multiple municipal projects.
- Developed Bar Bending Schedules (BBS), optimized steel usage, and calculated material requirements to minimize wastage.
- Coordinated with consultants, contractors, and site engineers for construction, Road and biomining projects, ensuring accurate integration with civil construction.
- Utilized AutoCAD and MS Excel for drawing verification, quantity take-offs, and project reporting.
- Monitored project budgets, cost control, and cash flow, preparing weekly and monthly progress reports.
- Maintained as-built documentation, measurement logs, and variation records to support audits, claims, and compliance.
- Conducted independent quantity verification, rate analysis, and evaluation of variation orders and financial claims.
- Prepared periodic financial and cost reports for project management and client review.

Site Engineer & Quantity Surveyor

Nov 2016 - Jan 2018

Sheik & Sheik Contracting Company, Tamil Nadu, India.

PROJECTS:

- 20 KLD Capacity of Fecal Sludge Treatment Plant - Puliyangudi Municipality. | INR 25M
- 22 Nos 1BHK Houses in Kalaiman Nagar - Ministry of Aadhi Dravidar and Tribal Welfare | INR 1.32M
- Improvement of Water Supply Network in Various Area - Kadayanallur Municipality | INR 3.25M

RESPONSIBILITIES

- Assisted in preparing BOQs and cost estimates for civil and structural works including residential buildings, road development, and drainage projects.
- Supported site measurements and quantity take-offs to verify progress on roads, drainage, and building works.
- Helped in progress billing, documentation, and recording project costs for multiple small-scale projects.
- Coordinated with site engineering teams for verification of road works, pavement layouts, and drainage alignments.
- Maintained measurement records, drawings, and as-built documentation for accurate reporting and audit support.

EDUCATION

B.E. Civil Engineering
Mahakavi Bharathiyar College of
Engineering & Technology,
ANNA UNIVERSITY.
2012-2016

SOFTWARE & TOOLS

- MS Office
- MS Project
- AutoCAD
- Planswift

SKILLS

- Cost Estimation, Budget Preparation, BOQ / RBOQ Development
- Quantity Take-offs, Site Measurements, As-Built Documentation
- Progress Billing, Interim Payment Certificates (IPCs), Final Accounts
- Variation Management, Change Orders, Claims Assessment
- Contract Administration (FIDIC & Local Contracts), Tendering & Bid Evaluation
- Pre-Contract & Post-Contract Cost Control and Reporting
- Bar Bending Schedules (BBS) & Material Optimization
- Value Engineering & Cost-Saving Analysis

KEY ACHIEVEMENTS

- Processed monthly payments averaging SAR 100,000, ensuring accurate certification, timely approval, and compliance with contract terms.
- Completed quantity take-offs for over 1,000,000 m² of geosynthetics and civil works using PlanSwift, AutoCAD, and Excel with high accuracy.
- Identified and resolved a 2,000 m³ discrepancy in subcontractor excavation quantities (129,000 m³ claimed vs. 127,000 m³ approved), preventing financial loss.
- Contributed to winning the Ma'aden Bulgha TSF Project (Value: SAR 7.3M) by preparing accurate cost estimates, BOQs, and tender documentation.

LANGUAGE

- English (Professional)
- Arabic (Basic)
- Tamil (Native)
- Malayalam (Conversational)