



MOHAMED MAFAS

QUANTITY SURVEYOR | ESTIMATION & TENDERING | PROCUREMENT SUPPORT

+966 54 305 8326 ■ mafasmsmq@gmail.com ■ Dammam, KSA ■ [LinkedIn](#)

■ Driving License: Saudi Arabia & Sri Lanka ■ Sri Lanka

PROFESSIONAL SUMMARY

Highly motivated Quantity Surveyor with over 9 years of experience in cost estimation, tendering, BOQ preparation, and project coordination across Structural Steel, Civil, and MEP projects. Proven ability to manage pre- and post-contract activities, including cost planning, material take-offs, variation analysis, and procurement coordination. Skilled in commercial documentation, contract administration, and project reporting, ensuring compliance with client and company standards. Proficient in AutoCAD, PlanSwift, Bluebeam Revu, ERP systems, and advanced Microsoft Excel for accurate take-offs, cost control, and data analysis. Recognized for strong analytical skills, teamwork, and commitment to delivering projects on time and within budget.

SKILLS

- Quantity Surveying (Structural Steel, MEP & Civil Projects)
- BOQ, MTO & IPA Preparation and Reviewing
- Procurement & Vendor Management
- Client Communication & Coordination
- Commercial & Project Documentation
- Cost Estimation & Budget Preparation
- Tendering, Bidding & Contract Administration
- Sales & Business Development Support
- Production Order & Fabrication Coordination
- Proficient in MS Office, AutoCAD & ERP Systems

EXPERIENCE

- QUANTITY SURVEYOR CUM SALES SPECIALIST** AL-Kaabi Steel Factory for Manufacturing & Coating Co LLC
Dammam, Saudi Arabia February 2024 - Present

In my role at Al-Kaabi Steel Factory, I effectively managed estimation and tendering activities for structural steel projects. I prepared comprehensive cost breakdowns and ensured compliance with client specifications while coordinating with vendors and subcontractors to meet project timelines. My collaboration across departments facilitated a smooth workflow and enhanced client satisfaction.

- Prepare detailed cost breakdowns, quotations, and fabrication orders based on engineering drawings and specifications.
- Manage vendor registration, material procurement, and subcontract coordination to maintain project timelines.
- Respond to client RFPs, support bidding documentation, and ensure complete commercial compliance.
- Maintain ERP-based project reports, production tracking, and progress summaries to support management decisions.
- Collaborate across engineering, procurement, and production departments to achieve smooth workflow and client satisfaction.
- Coordinated between clients, consultants, and project teams to ensure smooth workflow and accurate documentation.

■ **QUANTITY SURVEYOR** Hijra Construction & Traders
Sammanthurai, Sri Lanka

February 2019 - August 2021

In my role at Hijra Construction & Traders, I provided essential cost estimation and project coordination services for various civil and MEP construction projects. I was responsible for preparing tender documents and BOQs, conducting cost planning, and managing procurement to ensure projects met financial targets. My collaborative efforts with clients and consultants facilitated smooth workflows and accurate documentation throughout the project lifecycle.

- Prepared tender documents and BOQs aligned with project drawings and specifications.
- Conducted cost planning, value engineering, and variation assessments to optimize project profitability.
- Evaluated supplier quotations, negotiated pricing, and ensured timely procurement of materials.
- Prepared progress valuations and cost control reports, ensuring compliance with contractual and financial targets.
- Coordinated between clients, consultants, and project teams to ensure smooth workflow and accurate documentation.

■ **ASSISTANT QUANTITY SURVEYOR** Saudi Oger Company Limited
Riyadh, Saudi Arabia

June 2010 - October 2014

In my role as an Assistant Quantity Surveyor at Saudi Oger Ltd., I played a crucial part in supporting the quantity surveying and estimation team throughout various stages of significant infrastructure and building projects. My responsibilities included preparing cost estimates and material quantity take-offs, assisting in tender preparation, and monitoring project progress to ensure financial and quality targets were met. I maintained detailed cost records and documentation to facilitate effective contract administration.

- Prepared cost estimates and material quantity take-offs from drawings and specifications.
- Assisted in tender preparation, subcontractor quotations, and price comparisons.
- Monitored project progress and site measurements for valuation and payment certification.
- Maintained cost records and project documentation to support contract administration and reporting.

EDUCATION

■ **HIGHER NATIONAL DIPLOMA IN QUANTITY SURVEYING LEVEL 5 (HND)**
Stanford College of Higher Education (PVT) Ltd.
(GPA 3.51 out of a total 4)

February 2025

■ **DIPLOMA IN QUANTITY SURVEYING**
London Business Academy
(1265 marks out of a total 1600)

March 2018

CERTIFICATIONS

- Higher National Diploma in Quantity Surveying Level 5 (HND), Stanford College of Higher Education (PVT) Ltd., 2025
- Diploma in Quantity Surveying, London Business Academy, 2018

SOFTWARE SKILLS

- **Microsoft Excel (Expert Level):**

The single most critical skill. Specify advanced functions like Pivot Tables, VBA (Macros), advanced formulas (VLOOKUP, INDEX/MATCH, SUMIFS), budgeting, and data analysis/forecasting.

- **Financial/ERP Software:**

Experience with platforms used for accounting, procurement, and asset management (e.g., SAP, STRUMIS, Oracle Financials).

- **AutoCAD (CAD):**

For reading, interpreting, and performing manual take-offs from 2D drawings.

- **Microsoft Office Suite / Google Workspace:**

Proficiency in Word for contracts/reports and PowerPoint for presentations.

- **PlanSwift / Bluebeam Revu:**

Used for digital on-screen take-offs from PDF plans, markups, and collaboration.

REFERENCES

Mohamed Seif — Al-Kaabi Steel Factory
Sr. Sales Engineer Colleagues
966590258070
mohamed.seif@kaabisteel.com

Mahmoud Abdelghany — Al-Kaabi Steel Factory
Sr. Estimation Engineer Colleagues
966598737225
m.abdelghany@kaabisteel.com

LANGUAGES

- **Tamil**
Native
- **English**
Fluent
- **Malayalam**
Intermediate

- **Arabic**
Advanced
- **Hindi**
Advanced

ADDITIONAL INFORMATION

Transferable Iqama | Valid Driving License

DISCLAIMER

I hereby confirm that all the information provided above is true and accurate to the best of my knowledge and belief. I kindly request you to consider my application and provide me with an opportunity to serve under your guidance. I assure you that I will carry out my duties with utmost honesty and to the entire satisfaction of my superiors.

Yours faithfully,
Mohamed Mafas.