

Cover Letter

Respected Sir/HR,

I am writing to express my strong interest in the **Quantity Surveyor** position at your esteemed organization. With 4+ of hands-on experience in quantity surveying in Saudi Arabia & India, I am confident in my ability to bring valuable skills and expertise to your team.

Currently, I am involved in the Prestigious **Infrastructure Project - Green Riyadh Landscape Construction & Development Project – Qurtubah & Al-Jazeera Landscape Construction & Development Neighborhoods Project**, where I contribute to the construction of various facilities, including (**Parks, Mosques, Schools, Streets, Mainline & Transmission lines, and Tanks**).

My responsibilities include detailed work in activities like - **Site Preparation, Excavations, Hardscape, Planting, Facilities, Irrigation, Lighting, and Utilities**.

During this project, I have further honed my skills in industry-leading software such as **CIVIL 3D, AutoCAD, and Microsoft Office**.

I am seeking a challenging **opportunity as a Quantity Surveyor** with a reputable company, where I can continue to grow professionally while contributing to the successful completion of high-quality projects.

My technical skills, attention to detail, and ability to work well with others make me confident that I would be a valuable addition to your team.

Please find my **CV** attached for your reference.

I would be grateful for the opportunity to contribute to your organization and believe my skills align with your team's needs.

Thank you for your consideration.

Yours sincerely,

Mohammed Musharraf Uddin

mushmd966@gmail.com

+966 507084203

Transferrable Iqama & Driving License Available

Riyadh, Saudi Arabia

CURRICULUM VITAE

Mohammed Musharraf Uddin

Quantity Surveyor

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Riyadh, Saudi Arabia

Objective:

- A highly motivated Quantity Surveyor with 4+ years of experience, proficient in both independent and team-based work. Currently involved in the "Green Riyadh" landscape construction project, bringing hands-on expertise from a reputable company, and committed to delivering high-quality results.

Known Softwares: AutoCAD, CIVIL 3D & Microsoft Office.

Work Experience

Company Name : AL Majal AL Arabi - Nawan Joint Venture.
Riyadh , Saudi Arabia.

- Working as a **Assistant Quantity Surveyor**.
- **Project:** Green Riyadh
- **Duration:** August 2023 – Present.



Job Responsibilities:-

1. **Quantity Take-Offs & Verification:** Measure quantities of Civil and MEP work from project drawings and compare with the Bill of Quantities (BOQ) to ensure accuracy.
2. **Site Measurements & Documentation:** Use CIVIL 3D for site measurements, update quantity drawings, and ensure documentation aligns with project specifications. Submit RFIs as necessary.
3. **Document Collection & Review:** Collect and review key project documents (WIRs, MIRs, shop drawings) to support payment certification.
4. **Progress Reporting:** Prepare Weekly/Monthly Progress Reports to track completed and pending work.
5. **Sub-Contractor BOQs:** Assist in preparing BOQs for sub-contractors, ensuring alignment with project specifications.
6. **Interim Valuations & IPCs:** Help prepare IPCs, ensuring accurate valuation of work completed by contractors and sub-contractors.
7. **Sub-Contractor Payment Applications:** Prepare payments for sub-contractor work, ensuring all supporting documents are in place and accurate.
8. **Site Visits for Work Verification:** Conduct site visits to verify sub-contractor work progress, ensuring compliance with drawings and specifications, and report any issues.
9. **Invoice & Payment Certification:** Maintain records of sub-contractor invoices and supporting documents, verifying accuracy for payment certification and interim payment submission.

Company Name : Broadway Contracting Company.
Al- Khobar, Saudi Arabia.

- Worked as a **Assistant Quantity Surveyor**.



Job Responsibilities:

1. **Quantity Take-Off for Sub-Structure Works:**

Perform detailed quantity take-offs for sub-structure elements in projects like 380KV and 132KV Sub-Stations, extracting quantities from Issued for Construction (IFC) drawings, AutoCAD files, and other design documents.

2. **Quantity Extraction & Verification:**

Accurately extract quantities for sub-structure and civil works using a mix of site measurements, manual calculations, and software tools, while cross-verifying with the Bill of Quantities (BOQ) to ensure consistency with the project scope and specifications.

3. **Coordination with Site Engineer:**

Regularly communicate with the Site Engineer to monitor work progress and gather site data, contributing to the preparation of Weekly and Monthly Progress Reports that track completed and ongoing tasks.

4. **Measurement Sheets & Summaries:**

Prepare detailed Measurement Sheets documenting on-site and drawing-based quantities, summarizing all civil works and quantities in an organized format for easy tracking, reporting, and compliance with contractual requirements.

Company Name : “The Engineers Consultancy”
Hyderabad , India.

Job Responsibilities:-

1. **Quantity Take-Offs:** Extract quantities from AutoCAD drawings, manual measurements, and site visits for residential buildings and villa projects.
2. **Civil Works:** Measure quantities for foundations, superstructure, roofing, and finishes.
3. **BOQ Preparation:** Assist in preparing BOQs with unit rates and material quantities.
4. **Site Visits:** Monitor site progress, ensure work aligns with schedule and drawings.
5. **Summarization:** Summarize measured works, including unit rates, quantities, and costs.
6. **Documentation:** Maintain records of measurements, BOQs, and progress reports.



Worked as an **Intern Engineer**

- For Construction of Bituminous & Cement Concrete Roads,
At Roads and Building Department (R&B) - Government of Telangana, India

Educational Qualifications:-

- **Diploma in Quantity Surveying** :The Academy of Quantity Surveyor’s
- **Diploma in Civil Engineering** : Arkay College of Engineering & Technology
- **Secondary School Certificate** : Knowledge Park International School

Professional Qualities:-

Independent & Collaborative: Works well alone or in teams, meeting deadlines efficiently.

Multi-tasking: Manages multiple tasks with attention to detail and adaptability.

Quality Focused: Delivers high-quality, flawless work.

Resilient: Stays calm and positive under pressure.

Declaration:

I hereby declare that the above furnished details are pure to the best of my knowledge and belief.

Place: - Riyadh

Mohammed Musharraf Uddin.