

Umer Aziz

Estimation & Billing Engineer / Quantity Surveyor

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📍 Saudi Arabia

Professional Summary

Estimation & Billing Engineer / Quantity Surveyor with **9 years of civil construction experience**, including **billing, BOQ preparation, Civil 3D quantity takeoff, and project cost management**. Experienced in **coordinating with engineers, contractors, and accounts** to ensure accurate billing and project control. Proficient in **Excel, AutoCAD, and MS Office**.

Key Skills

- Interim & Final Billing
- BOQ Preparation & Quantity Take-off
- Civil 3D: GPS Coordinates & Area Calculations
- Cost Estimation & Rate Analysis (BOQ & Non-BOQ Items)
- Project Documentation & Reporting
- Coordination with Engineers, Contractors & Accounts
- MS Excel & Word, AutoCAD
- Office Arabic for basic communication

Professional Experience

Estimation & Billing Engineer | Abdul Mohsen Al-Jaser Contracting Co., KSA

Apr 2025 – Present | Consultant: RADIAN Engineering | Client: Qassim Municipality

Project: Road Maintenance & Asphalt Works (Under Saudi Vision 2030)

- Calculating asphalt and milling quantities from site and drawings.
- Prepare Interim Payment Certificates (IPC)
- Verify contractor bills & coordinate with engineers and site teams
- Verifying road dimensions and layouts using AutoCAD

Quantity Surveyor | NLC Engineers, Pakistan

Jun 2021 – Feb 2025 | Consultant: NESPAK | Client: LDA Lahore

Project: Construction of Flyover & AT Grade Improvement Shahkam Chowk Lahore.

- Prepared detailed cost estimates, IPCs, EPCs, and subcontractor bills
- Performed rate analysis and quantity takeoffs from drawings
- Evaluated variations, claims, and final bills
- Maintained project records & documentation

Quantity Surveyor | NLC Engineers, Pakistan

May 2019 – May 2021 | Consultant: ProMag & Aces | Client: DHA Multan

Project: Infrastructure Development DHA Multan

- Prepared IPCs, EPCs, subcontractor bills, and work schedules
- Documentation & reporting including compliance and progress reports

Site Inspector | NESPAK / Huawei Construction, Pakistan

May 2017 – Apr 2019 | Client: Punjab Safe Cities Authority

Project: Punjab Safe Cities Authority Lahore (PSCA)

- Supervised site construction & checked bar bending schedules
- Maintained daily manpower & progress reports

Site Supervisor | Habib Construction Services, Pakistan

Jul 2016 – Feb 2017 | Consultant: NESPAK | Client: LDA Lahore

Project: Lahore Orange Line Metro Train Project (Package-1) from Dera Gujran to Chauburji.

- Assisted in daily site activities & execution per drawing specifications

Education

- **Diploma of Associate Engineer (Civil), 2011–2014** – Punjab Board of Technical Education Lahore.
- **Quantity Surveying Course (6 months), 2016** – Punjab Board of Technical Education Lahore.
- **SSC (Matriculation with Science), 2009–2011** – BISE Lahore.

Final Year Project: Old Irrigation Project

Software & Tools

- Civil 3D (GPS Coordinates, Area Calculations)
- AutoCAD
- MS Excel, Word

Languages

- English – Fluent
 - Urdu – Native
 - Punjabi – Native
 - Arabic – Basic / Office Communication
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