

# Choudhry Muhammad Yaseen

Diploma in Quantity Surveying Civil Engineering Technology

Diploma in Commerce (Accounts / Finance)

Diploma Surveying Practice (UK)

Bachelor of Arts.

P. O. Box 394, Farwaniya

Kuwait 13004

Mobiles: (965) 97776439

Email: [myaseen2000@yahoo.com](mailto:myaseen2000@yahoo.com)

To,

The Manager

**Ref:- Application for the post of Senior Quantity Surveyor**

Dear Sir,

I would like to introduce myself as a potential candidate to meet your expectations after having High Academic Professional Qualification in Civil Engineering field and solid experience in Quantity Surveying.

I would like to work in a challenging environment with good team work that would bring fruitful result with meticulous planning and sincere implementation. Given an opportunity I would prove myself to your expectations. I will be available for immediate employment.

Thanking you in anticipation and looking forward to hear from you very soon.

Yours truly,

(Ch. Muhammad Yaseen)

(Mob: - 97776439)

(Email: - myaseen2000@yahoo.com)

(Kuwait)

## CH. Muhammad Yaseen

*Myaseeen2000@yahoo.com*



Contact

Mobile: 97776439

### OBJECTIVE

Seeking for a challenging and responsible position where my education, abilities and potential can be fully and efficiently utilized, which offers opportunities of growth, to acquire more knowledge and skill, and to utilize my skills of civil engineering and management up to the maximum.

### STRENGTHS

**E**xperience:- **21 Years** experience in the job of **Quantity Surveying** profession relating to Housing, Public Buildings & Infrastructure works. It includes both pre-contract and post-contract assignment like:-

1. On Account Valuations Preparation / Checking
2. Final account Preparation / Checking
3. Price Analysis
4. Preparation of Cost Estimates
5. Claims
6. Measurements
7. BOQ Preparation / Take off
8. Financial Planning
9. Material Purchase Scheduling
10. Progress Monitoring using (Primavera)
11. CCS Construction Cost Schedule

### APPROVAL

1. **KNPC** (Kuwait National Petroleum Company) Kuwait.
2. **SDPM** (System Development Project management) Kuwait.
3. **Gulf Consultant** (GC Construction Supervision) Kuwait.
4. **AL DIWAN AL AMIRI** (تطوير التصميم وإعادة تأهيل وصيانة قصر السلام)
5. **PAAET** (Public Authority for Applied Education & Training) Kuwait.
6. **PAHW** (Public Authority for Housing Welfare) Kuwait. (formerly known as **NHA**) several projects.
7. **MPW** (Ministry of Public Work) Kuwait.

### WORK EXPERIENCE

**Combined Group Contracting Co. ( K.S.C.C ) Kuwait. From 16<sup>th</sup> July 2010 to date**

Working as **Senior Quantity Surveyor**,

- 1- **KNPC (Construction, Procurement, Completion, and Completion, and Commissioning of 19 New KNPC Petrol Stations).**

Project Value: - KD 15,470,000.000 (C-LM/CPD/4068-Portion-1)

- 2- **Eastern Carpark – Ministries Complex.**

Design Development, Rehabilitation and Maintenance for **Ministries Complex.**

Project Value: - KD 49.85 Million (C-15871)

### 3- Project Description

Design Development, Rehabilitation and Maintenance for **AL-Salam Palace**.

Project Value: - KD 38.94 Million (C-AD/H/90)

### 4- Project Description

Construction and maintenance of Labs and Workshops for the Second Extension of the College of Technology at Shuwaikh.

Project Value: - KD 32.5 Million (C-PA/AFA/114-2008/2009)

My responsibilities included:

1. Preparation of Monthly Payment Certificate ( **PAAET** ) in CCS
2. Preparation of Variation orders
3. Evaluation of ( RFP. RFI. RFAS, JSI )
4. Cost Loading as per PAAET requirement. (CCS)
5. Super User in SAP Preparation of (Sub Contractors Payments, Material, Quotation Comparison, etc.)
6. Coordination with the Project Manager for purchasing and monitoring material schedule.
7. Financial Planning
8. Preparation of Internal Cost Reports & Cash Flow
9. Making and Handling Claims

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### **Kuwait Dynamics Ltd for Contracting (K.S.C.C) Kuwait. From 2<sup>nd</sup> May 2009 to 16<sup>th</sup> July 2010**

Worked as **Senior Quantity Surveyor**,

#### **Project Description**

Project Value :- KD 19.75 Million (C/1113-2008-2009)

Saad Al Abdullah City **Housing & Infrastructure** Project includes (279 Finish Houses, Primary School Boys Type-2005, Sub Stations 2,4TTR and Complete Infrastructure Works)

Project Value :- KD 19.35 Million (C/1039-2005-2006)

Saad Al Abdullah City **Housing & Infrastructure** Project includes (321 Finish Houses, Primary School Boys Type-2005, Sub Stations 2,4TTR, Local Masjid & Imam House, Work Shop and Complete Infrastructure Works)

My responsibilities included:

1. Preparation of Monthly Payment Certificate ( **PAHW** )
2. Preparation of Variation orders
3. Site Measurements for VO's
4. Preparation of Sub Contractor Payments
5. Materials Purchase Schedule Etc
6. Financial Planning
7. Preparation of Internal Cost Reports & Cash Flow

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### **International Contractor Group (ICG) Kuwait. From 1<sup>st</sup> March 2005 to 9<sup>th</sup> May 2009**

Worked as **Senior Quantity Surveyor**,

#### **Project Description**

East Sulaibiyakhat **Housing & Infrastructure** Project includes (51 Skeleton Houses, 237 Finish Houses, Primary School Boys Type-107, Secondary School Girls Type-109, Intermediate School Girls Type-1999, Kindergarten School Type-105, Local Mosque Type-7, Imam Moazzen Residence, Sub Stations 2,4TTR and

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Complete Infrastructure Works)

Project Value :- KD 17.7 Million (C/993-2004-2005)

My responsibilities included:

1. Preparation of Monthly Payment Certificate ( **PAHW** )
2. Preparation of Variation orders
3. Site Measurements for VO's
4. Preparation of Sub Contractor Payments
5. Materials Purchase Schedule Etc
6. Progress Monitoring using (Primavera)
7. Financial Planning
8. Preparation of Internal Cost Reports & Cash Flow
9. Monitoring, Calculating Project Delay and Making Extensions Claim
10. Making and Handling Claims for ( PAHW and Sub-contractors )

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### **BURHAN INTERNATIONAL Construction Co.**

General Maintenance of Roads and square in FARWANIYA Governorate Kuwait.

Worked as **Quantity Surveyor,**

**3<sup>rd</sup> Nov 2004 to 28<sup>th</sup> Feb 2005**

My responsibilities included:

1. Preparation of Monthly Payment Certificates.
2. Preparation of VO's.
3. Taking of Site Measurements
4. Preparation of Sub Contractor Payments

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### **HKZ Consultants (Sialkot Pakistan)**

**5<sup>th</sup> July 2000 to 3<sup>rd</sup> Nov 2004**

Worked as **Quantity Surveyor**

My responsibilities included:

1. Preparation of Cost Estimate
  2. Checking of Monthly Payment Certificates
  3. Preparation of Monthly Progress Reports
  4. Preparation of Variation Statements.
  5. Preparation of Financial Reports
  6. Quantities Take off
  7. Preparation of BOQ
  8. Checking Final Payments & Claims
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## **DÉCOR HOUSE (Sialkot Pakistan)**

**31<sup>st</sup> Nov 1998 to 30<sup>th</sup> June 2000**

Worked as a **Quantity Surveyor**

My responsibilities included:

1. Preparation of Monthly Payment Certificate
2. Preparation of Sub Contractor Payments
3. Claims Preparation
4. Coordination with the Project Manager for purchasing and monitoring material schedule.
5. Checked the plans and specification to determine quantities for preparation of purchase orders.
6. Prepare and issue correspondence.

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## **EDUCATION**

Proved efficiency by achieving following Technical Education:

- Bachelor of Arts** from Allama Iqbal Open University Islamabad, Pakistan.
- Diploma in Quantity Surveying Civil Engineering Technology** from Punjab Board of Technical Education Lahore, Pakistan.
- Diploma in Commerce** from Punjab Board of Technical Education Lahore, Pakistan.
- Diploma in Surveying Practice (Contract Administration)** from The College of Estate Management, UK (in progress)

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## **COMPUTER SKILL**

Proved efficiency by achieving following Technical Courses:

- Graphics Designing in Coral Draw, Adobe Photo shop, Auto Cad all versions.
- Diploma in computer Hardware and Maintenance.
- MCP Prepared.
- CCNA2 Prepared.
- Microsoft Certified Systems Engineer (MCSE) Course.
- Programming in Oracle 8 form 6i.
- Oracle 8 & Developer 2000 computer with Accounting and Export
- SAP

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## **Supervised Computer Technology Based Training**

- ✓ Microsoft Windows XP
- ✓ Auto Desk and Auto CAD Releases all Versions
- ✓ Microsoft Word for Word Processing
- ✓ Microsoft Excel for Spreadsheets and Graphs
- ✓ Microsoft PowerPoint for Presentations
- ✓ Web page Designing using HTML
- ✓ Web page Designing using JAVA
- ✓ Web page designing using Front page

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## PROFESSIONAL AFFILIATIONS

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- ✓ Membership of RICS (Royal Institute of Chartered Surveyors) U.K (in Process).
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### Advance Training (Engineering/Construction)

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- Systems Applications and Productions (SAP)
  - Creating Service Entry Sheet (Payments & Material)
  - Creating PR's (Purchase Requisitions) Sub-Contractors & Materials
  - Reserve and Release Material in SAP System
  - Submitting & Approving (Material, Supplier & Sub-Contractor)
  - Approving Comparisons
  - Updating Project Budget
  - Handling & Maintaining Complete Project (Super User in SAP System)
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## PERSONAL DETAILS

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Nationality:	Pakistani
Marital Status:	Married
Date of Birth:	29 <sup>th</sup> March, 1977
Languages Known:	English, Arabic
License:	Valid Kuwaiti Driving License
	Available on request

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