

RESUME

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QUANTITY SURVEYOR

Objective:

To work as a Quantity Surveyor in a pioneering organization that provides an efficient platform to apply my knowledge and skills and to be a part of the team in an international environment with focus on quality and new technologies that works for the dynamic growth of the organization.

PROFESSIONAL EXPERIENCE

18-years of working experience as a Quantity Surveyor **7-years** in KUWAIT

- ◆ Experienced in handling various Projects in
 - ❖ Residential Buildings, high raise buildings, Car Parks, Earthworks & landscaping.
 - ❖ Civil Projects - Construction Supervision and Quantity surveying of multi-storied buildings, Apartments, Villas.
 - ❖ Office / Commercial & Shopping Centre, shopping malls, and hospitals.

AREAS OF EXPERTISE

- | | | |
|----------------------------------|-------------------------|---------------|
| • Bill of Quantities (MTOs, BOQ) | • Quantity take-off | • Estimations |
| • Variation Orders | • RFI's-Variations | |
| • Change Orders | • Subcontractor Payment | |

Summary of skills:

- Progressive 18-years of professional experience in project Quantity Surveying reviewing and coordinating with Project Control Department. Preparing BOQ, Certifying payments to subcontractors, invoicing to Clients, and providing cash flow to the finance department.
- Handling Variation Orders (Omission and Addition with the Contract BOQ) Project Quantity Tracking and control Monitoring and investigate the actual progress of project Vs to the contract quantities.
- Skilled in analyzing and preparing quantity break down.
- Excellent PC skills with strong emphasis on database and data analysis, Microsoft Excel, and Word.
- Preparing quantities for Estimates.

Educational Qualification:

Diploma in Civil Engineering-2004 from Government Polytechnic College, Kottayam with 74% marks.

Planning Software : Autodesk Auto CAD 2014, 3Ds Max & v Revit
Application Software : MS Office (Excel, Word).

KNOWLEDGE AND SKILLS:

1. Good Communication and Interpersonal Skills.
2. Fast learner and strives for continued excellence.
3. Can work under pressure & meet deadline without sacrificing quality of output.

4. Analysis & Decision Making:
5. Communication & Interpersonal:
6. Group Awareness
7. Information Technology: Using the appropriate information technology and software (for example: MS Office, email, internet), supports others in their use of IT.

1. Employer : Ahmadiyah Contracting Company
P.O Box No# 446. Safat Code 13005 Kuwait, Telex: 23314 Ahmadiyah CR 6689

Location : KUWAIT.

a) Project : Sheikh Salem Al-Ali Al-Salem Al-Sabah Camp(Kazma)

Contract Value : KD 282.03 Million

Position : Quantity Surveyor (Kazma Project)

Owner : Kuwait National Guard

Consultants : SSH

Period : May 2022 to Present.

b) Project : The Kuwait International Tennis Complex (360 Mall Extension Project)

Contract Value : KD 146.55 Million

Position : Quantity Surveyor (KITC Project)

Owner : Tamdeen Shopping Center (TSC)

Consultants : OHA & KEO

Period : Sep 2015 to April 2022

- Preparing Bill of Quantities and MTO for procurement.
- Preparing monthly quantities as per approved check lists, and invoicing to client.
- Handling Variations, checking, verifying with the Client and subcontractors.
- Certifying Payment Certificate to Sub-Contractors.
- Preparing Bill of Quantities and MTO for procurement.

2. Employer : ART NOUVEAU
Changanacherry, KERALA.

Location : KERALA.

Position : Quantity Surveyor /Site Engineer

Period : January 2014 to February 2015

- Site Supervision construction which includes commercial building, residential buildings.
- Estimations and invoices, floating inquiries involving in procurement activates.
- Certifying monthly invoices for subcontractors and preparing cash-flow.
- Responsible for providing quantity analysis, periodic cost and invoicing data on a monthly basis.

3. Freelance Estimation works: September 2012 to December 2013

4. Employer : JEWEL HOMES

Location : KOTTAYAM.

Position : Site Engineer & Quantity Surveyor

Period : Feb 2012 to Aug 2012

- Responsible for Monthly invoices and invoicing data on a monthly basis.
- Monitor quantity report with master file and developing quantity reports Bi-monthly.
- Attending project progress meetings on weekly with the operations manager.
- Prepare monthly and quarterly project as well as program report by gathering data from site engineers and subcontractors.
- Coordinate with project teams to identify additional works changes and notify to consultant for the variation.

5. Employer : SOWPARNIKA PROJECTS

Location : Changanacherry, Kottayam- KERALA

Position : Site Engineer & Quantity Surveyor
Period : July 2011 to JAN 2012

- Quantity Takeoff for Demolition Works.
- Concrete Paving works bill of quantities.
- Preparing bar bending schedules.

6. Employer : VELLAPALLY CONSTRUCTIONS
Location : Changanacherry, Kottayam- KERALA
Position : Site Engineer & Quantity Surveyor
Period : March 2010 to July 2011

Project Details : Old Age homes, Resorts & Commercial Buildings

- Old Age homes quantity surveying Works.
- Preparing Invoices.
- Preparing bar bending schedules.

7. Employer : SKYLINE BUILDERS
Location : Kottayam- KERALA
Position : Site Engineer & Quantity Surveyor
Period : Aug 2004 to MAR 2010

Project Details : Apartments and Villas

- Preparing bar bending schedules.
- Pile foundation using the Hammer head method.

PERSONAL DATA

Date of Birth : July 04, 1983
Age : 39- Years
Gender : Female
MARITAL STATUS : MARRIED
Place of Birth : KEARALA, India
Citizenship : Indian
Passport Number : U 0196612
Issued at : KUWAIT
CIVIL ID : 283070406826

For more details and any inquiries, please do not hesitate to contact the undersigned.

Renymol Jinto