


CURRICULAM VITAE

PERSONAL INFORMATION

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|--------------------------------|---|---|
| NAME | Nancy Susan John |  |
| POSITION IN THE COMPANY | Senior Quantity Surveyor | |
| NATIONALITY | Indian | |
| GENDER | Female | |
| DATE OF BIRTH | 24/10/1969 | |
| MARITAL STATUS | Married | |
| TELEPHONE / MOBILE | 51577928 | |
| EMAIL | nancy.john@falghanim.com / sasheba@gmail.com | |

EDUCATIONAL QUALIFICATIONS

| DEGREE/ DIPLOMA | FIELD OF SPECIALISATION | YEAR OF PASSING | UNIVERSITY / BOARD/ INSTITUTION | LOCATION |
|-----------------|-------------------------|-----------------|--|---------------|
| Degree | Civil Engineering | 2020 | Indian Institute of Industry Interaction Education and Research, Chennai | Kerala India |
| Diploma | Civil Engineering | 1988 | N.S.S Polytechnic, Pandalam | Chennai India |

PROFESSIONAL CERTIFICATIONS

1. Member of the Royal Institute of Chartered Surveyors (MRICS) enrolled. Waiting for the result of preliminary submission.
2. AutoCAD (Rel.12 Level 1 and Level 2) from Government Polytechnic, Kalamasserry, Cochin, Kerala.
3. AutoCAD 2000 (Rel.12 Level 1 and Level 2) from Nodal Training & Research Centre STEPS Education, Kottayam, Kerala.

APPROVAL FROM THIRD PARTY / CLIENTS

1. Approval from Projacs as a Quantity Surveyor for the project Jassim Al Wazzan Clinic
2. Approval from K.U.C.M as a Quantity Surveyor for the project Golf Course - Package 3 & 6
3. Approval from Ministry of Health, Kuwait, as a Quantity Surveyor for the project Kuwait Cancer Center.

TOTAL EXPERIENCE

| | |
|---------------------------------------|----------|
| TOTAL YEARS OF WORK EXPERIENCE | 35 Years |
| OVERSEAS COUNTRIES WORKED | 23 Years |

SOFTWARES FAMILIAR WITH

1. Microsoft office, Word, Excel, and PowerPoint
2. Autopro for office documentation
3. AutoCAD (Rel.12 Level 1 and Level 2) to AutoCAD 2023.

| LANGUAGES KNOWN | SPEAK | READ | WRITE |
|-----------------|-------|------|-------|
| English | √ | √ | √ |
| Hindi | √ | √ | √ |
| Malayalam | √ | √ | √ |
| Arabic | √ | √ | √ |

DRIVING LICENCES

Driving License from State of Kuwait.

SUMMARY OF PROFESSIONAL EXPERIENCE

Experienced in Quantity surveying works of multi-disciplinary projects, preferably those related to high rise building projects and Hospital projects etc. Responsibilities include but are not limited to Preparation of Contract Agreements, the evaluation of rates, negotiation & agreements on variations along with the financial status of contracts, preparation of final statements, discharge, project closeouts & settlements of final accounts, preparations or monthly valuations, identifying & preparation of variation claims, certifying payments for subcontractors & actively being involved in resolving contractual matters with the subcontractors & qualification works in order to prepare the material requirement schedule & budgets etc.

EMPLOYMENT HISTORY (List experience chronologically from recent to old)

| Company Name | Position | Duration | Location |
|---|--------------------------|--------------|--|
| M/s Alghanim International General Trading & Cont. Co. Kuwait | Senior Quantity Surveyor | 2011-Present | 1. Kuwait Building, Kuwait City. 2. Kuwait Urology Center, Sabah Area. 3. AL- Razi Hospital Expansion, Sabah Area. 4. Kuwait Cancer Center, Sabah Area. |

Duties & Responsibilities

Responsibilities include but are not limited to Preparation of Contract Agreements, the evaluation of rates, negotiation & agreements on variations along with the financial status of contracts, preparation of final statements, discharge, project closeouts & settlements of final accounts, preparations or monthly valuations, identifying & preparation of variation claims, certifying payments for subcontractors & actively being involved in resolving contractual matters with the subcontractors & qualification works in order to prepare the material requirement schedule & budgets etc.

| Company Name | Position | Duration | Location |
|---------------------------------------|--------------------------|-------------|---|
| M/s Al Riyash Trading Company, Kuwait | Senior Quantity Surveyor | 2007 – 2011 | Al Safat American Hospital, Sabah Al Salem. |
| Company Name | Position | Duration | Location |
| M/s Al-Bahar & Bardawil | Quantity Surveyor | 2005 – 2007 | Ardiya, Kuwait. |

Duties & Responsibilities

Review of contract drawings, quantity take off in high rise building, preparation of bill of quantity, securing quotations from vendors/subcontractors for jobs that cannot be produced in house, preparation of payment statements, preparation of activity wise quantity tables for cost loading & calculation of production rates for the program of work operations.

| Company Name | Position | Duration | Location |
|--------------------------|-------------------|-------------|--------------------------|
| M/s Marafie Construction | Quantity Surveyor | 2003 – 2005 | Free Trade Zone, Kuwait. |

Duties & Responsibilities

Review of contract drawings, quantity take off in high rise building, preparation of bill of quantity, securing quotations from vendors/subcontractors for jobs that cannot be produced in house, preparation of payment statements, preparation of activity wise quantity tables for cost loading & calculation of production rates for the program of work operations.

| Company Name | Position | Duration | Location |
|---|-------------------|-------------|---|
| M/s Ahmadiyah Contracting & Trading Company | Quantity Surveyor | 2001 - 2003 | Fahaheel, Waterfront Development Project, Kuwait. |

Duties & Responsibilities

Review of contract drawings & preparing bill of quantities. Quantity takeoff & preparation of quotations for variation items as per shop drawings. Awarding the Subcontract by issuing Letter of intent [LOI] or by issuing Instruction to Proceed [ITP] and drafting of Subcontract Agreement.

| Company Name | Position | Duration | Location |
|---|-------------------------------|-----------|----------------|
| 1. Hydro Tech (Engineers & Contractors) | Site Engineer | 1988-2000 | Kerala, India. |
| 2. Industrial Training Center | Senior Instructor | | |
| 3. Public Work Department | Apprentice | | |
| 4. M/s. Kollaseries | Civil Construction Supervisor | | |

REFERENCES : References are available Upon Request

| Reference | Company/ Relation | Phone No. | Email Address |
|-------------------|--|----------------|--|
| Eng. S. Jeyaraman | M/s Alghanim International General Trading & Cont. Co. Kuwait. | 00965 69001717 | somu.jeyaraman@falghanim.com |