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| **ENG. KALPANA MOHANDOSS****Sr. Quantity Surveyor**1036, Nehal bldg., Qusais 2, Dubai, UAEMobile: 971 543997670Email: qsqskar@gmail.com |

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| **PROFESSIONAL SUMMARY**A fully qualified Quantity surveyor, I have been working in the industry for Eighteen (18) years and am now looking to join an expanding and go–getting organization where I can progress my career. I have much experience with all sorts of quantity surveying work and I can travel all over the country in the course of my duties.I have surveyed domestic dwellings, retail buildings and commercial properties. Water ways and even rail infrastructure. Well-versed in all aspects of surveying, including writing reports for the settlement of disputes. I am good record keeper and can monitor projects on an ongoing basis for cost benefit analysis.**ACADEMIC QUALIFICATION** * **Bachelor of Tech**., in **Civil Engineering**, SRM University, Kattankulathur, 2016
* **Diploma** in **Civil Engineering**, Vellachamy Nadar Poly Technic., Virudhunagar, (1998) Tamil Nadu, India

 **AREA OF EXPERTISE*** Estimation, Variation Claims
* Contracts Management
* Cost Controlling and Reconciliation
* Procurement Management
* Sub-Contract, Supplier Management
* Take-off Management
* Contract Rate Negotiate.
* Costing for Item of works
* Budget proposal.

**EXPERIENCE**1. **AVIGNA PROPERTIES PVT LTD, CHENNAI.,** Sr. Quantity Surveyor/ Commercial Engineer, 2014 to Present., INR 250 Million,
* Conducting feasibility studies to estimate materials, time and labour costs.Prepare tender documents, contracts, budgets, bills of quantities and other documentation.
* Involved with progress meeting and monitoring budget and cost of the project
* Preparing, negotiating and analysing costs for tenders and contracts. Preparation of variation and claims
* Calculate the Material requirements for Execution and sends enquiry collects quotation and negotiation of the subcontractors
* Estimation and Pricing for Civil related works and preparing detailed bill of quantities after reviewing the complete set of Architectural, structural and MEP Drawings.
* Track changes to the design and adjust the budget accordingly and monitoring of cost to complete the project
* Prepare the Daily Progress Report, Job Cost Report.
* Price/forecast the cost of the different materials needed for the project.
* Preparation of elemental cost plans etc.,
* Assessment of Subcontractor variation claims
* Provides advice to the project manager on contractual matters from time to time
* Track changes to the design and/or construction work and adjusting budget projections accordingly.
* Procure or agree the services of contractors and/or subcontractors who work on the construction of the project.
* Coordination of work effort.
* Valuing completed work and arranging for payments.
1. **CURRIE & BROWN (India PVT Ltd), CHENNAI,** Quantity Surveyor, 2011 to 2014., INR 20 Million
* Prepare the Monthly Job cost report (JCR)
* Preparation of Contractor's interim payment application
* Preparation of variation and claims
* Certifying the sub-contractor Bills and suppliers GRNs
* Tracking of BOQ every stage of billing for contractors
* Prepare work order tracking, Agency bills, Bill tracking
* Site Visit for monitoring the project stage completion and report the client
1. **S.R.M Construction of Corporation Ltd. [SRM University].,** Quantity Surveyor2007 to 2011., INR 600 Million
* Preparation of Quantity for item of work of High Rise building, infra works
* Preparation of Estimate and Costing
* Preparation of bar bending Schedule
* Preparation of Rates for item work
1. **THIRUMALA PLANNERS ENGINEERING CONSTRUCTION, CHENNAI.,** Quantity Surveyor/ Draughtsman 2005 to 2007., Approx. 10000 SQFT each plan
* Preparation of Apartment and Individual home Plan, Section, Elevation in Auto CAD
* Preparation of Estimate and Valuation in Excel
1. **ASHOK CONSTRUCTION, MADURAI [Dam project]**., Quantity Surveyor 2003-2004- INR 5 Million
* Site Supervising, Calculate the quantity of work, Bill Prepared for the weekly, Payment for Sub contractors
1. **SRI PARASAKTHI CONSTRUCTION, VIRUDHUNAGAR.,** Quantity Surveyor**/** Draughtsman **1998-2003.,** Area approx. 5000 to 50,000 sqft
* Preparation of Home, Factory, Commercial building plan along with Section, Elevation in Auto cad.
* Preparation of Estimate and Valuation in Excel

**PERSONAL SKILLS*** Specialized expertise in contract management cost projections, cost control, and billing analysis
* Practical experience with projects featuring diverse specifications, goals, environments, and financial considerations

**COMPUTER PROFICIENCY*** Familiar with **all Microsoft Operating systems, MS Office**
* Fluent in **MS Excel, AutoCAD and Plan swift 3D Studio-Max, STRUDS** and **Primavera**

**LANGUAGE KNOWN*** Bilingual proficiency in **English** and **Tamil**

**PERSONAL DETAILS*** Date of Birth: 06.07.1979
* Marital Status: Married
* Nationality/Religion: Indian, Hindu
* Passport No: J8538774
* Visa Type: Visit Visa
* Visa Valid : Feb 22nd 2020

**DECLARATION**I hereby solemnly declare that the information furnished above is true to the best of my knowledge and belief and if given opportunity in (y) our institution, shall work for the fullest satisfaction of all-personalBest Regards,Eng. Kalpana Mohandas |