

DYAN MYKA V. QUEZADA

Deira Dubai, UAE

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CAREER OBJECTIVE

To attain a position that will enhance and strengthen my skills, qualifications and experiences so that I will carry my tasks and responsibilities with efficiency and professionalism.

EDUCATIONAL BACKGROUND

College : Malayan Colleges Laguna (A Mapua School)
Bachelor of Science in Civil Engineering
Pulo, Cabuyao City, Laguna
2009-2014

WORK EXPERIENCE

EFP Middle East Products LLC

March 2018 – Present

Position: Quantity Surveyor

Scope of Work:

- Makes and finalizes material quantity take-off and optimization to achieve an economic output.
- Arranges and reviews contracts of clients and subcontractors for all projects.
- Organizes and issues job handover for production which includes project monitoring and work orders.
- Does and reconciles (if needed) invoices for all projects.

Rider Levett Bucknall Philippines Inc.

March 2016 – January 2018

Project: Luscara and Soliento, Laguna Philippines (Land Development)

Position: Quantity Surveyor

Scope of Work:

- Prepares quantity take-off and estimate for various stages of the project including Schematic Design Estimate, Design Development Estimate, Detailed Bill of Quantities and Value Engineering.
- Evaluates and endorses change order and billing of contractors.
- Reconciliates with contractors for the agreement of project's estimate (quantity and unit rate).
- Attends to weekly project meetings with PM/CM/Consultants/Customer and Constructors.
- Arranges and makes bid packages, evaluation report and other documents needed in the bidding process.
- Organizes and prepares financial analysis and projections, construction agreements and other project reports.
- Manages the needed documents for any project meetings in behalf or in the absence of the Project Quantity Surveyor.
- Transacts with the client in behalf of the organization, reviews and evaluates contractor's project offer in behalf or in the absence or the Project Quantity Surveyor.
- Gathers quotations from contractors and suppliers.
- Performs cost derivation and evaluation if needed.

Project: Okada Manila, Parañaque Philippines (High Rise Building)

Position: Construction Superintendent (Rebar Works)

Scope of Work:

- Prepares and submits billing for regular and borrowed subcontractors for weekly payments.
- Estimates and issues quantity for rebar, formworks and masonry works.
- Makes and updates daily monitoring of site works.
- Arranges concrete pouring request (CPR).
- Organizes purchasing request slip (PRS) of materials and equipment for purchase.
- Monitors and supervises site works if needed.

LICENSE

- Registered Civil Engineer 2018-2021

SEMINARS

- Practical Construction Management In Current Local Construction Industry Philippines, August 2012
- Engineering Design Softwares: AutoCAD and Basic Staad Philippines, August 2012

SKILLS

- AutoCAD
- Cut Optimization
- MS Office

PERSONAL DATA

Age : 27 years old
Date of Birth : June 6, 1992
Gender : Female
Civil Status : Single
Nationality : Filipino
Visa Status : Residence Visa

I hereby certify that the above information is true and correct to the best of my knowledge.

Dyan Myka V. Quezada