

SHAMREEN R

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EXECUTIVE SUMMARY

A driven and analytical Quantity Surveyor with more than 3 years of experience in contract management, cost planning, billing of quantities, technical administration and Procurement. An adaptable professional with a proven track record of driving down costs and executing exceptional project delivery of commercial and residential projects. Adept leader of all aspects of tender management and documentation. Able to quickly assess cost discrepancies and manage variations in order to avoid disputes. Efficient at drafting, finalising and streamlining the contracts process.

EXPERIENCE

Purchase Executive , Ferns Developers

📅 Jul 2021 – Oct 2021 📍 Bangalore, India

- Checking the bills from vendors along with purchase order.
- Preparing Intent, Purchase orders, GRN, Payment certificates in ERP software.
- Coordinating with warehouse staffs for quality and quantity of materials procured.
- Maintain updated records of purchased products, delivery information and invoices.
- Preparing Control statement of goods received location wise.

Quantity Surveyor , Johns Systems LLP

📅 Nov 2020 – Mar 2021 📍 Bangalore, India

- **Prepared Quantity takeoff and BOQ** for USA and GCC projects.
- Checking the entire Tender document received from client.
- Taking out quantities from Drawings and marked it for reference.
- Preparing the Query Sheet for missing items and errors.
- Performed and Implemented all Pre-contract Duties.

Quantity Surveyor , Formz Architects

📅 Jan 2018-Dec 2019 📍 Kerala, India

- **Prepared material and quantity takeoff** of all structural, architectural and external quantities.
- **Prepared bill of quantities** for tender purposes.
- **Negotiated with contractors** to get the best possible quotes through tenders.
- **Scrutinised the bills** provided by the Contractors checking and correcting the quantities.
- Preparing reports, analyses, contracts, and other documents.

INTERSHIPS

Site Engineer, Kent Constructions

📅 21 Dec 2015 – 31 Dec 2015 📍 Cochin

- Worked as a Site Engineer on the Kent Baywatch Luxury Apartment project in Edakochi.
- In-charge of quality assurance, supervising of labours and technical aspects of construction.

EDUCATION

B.Tech Civil Engineering

KMEA Engineering College, Cochin

📅 2013 – 2017 📍 Cochin

CGPA: 7.9/10

TECHNICAL PROFICIENCIES

MSOffice

Autocad

Sketchup

PlanSwift

BlueBeam

ERP(In4Suite)

KEY SKILLS

Quantity surveying

Technical administration

Estimation

Project Planning

LANGUAGES

English

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Hindi, Tamil

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Malayalam

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CERTIFICATIONS & LICENSES

Quantity Surveying (ISO 9001:2015 Certified)

QA/QC and CIVIL NDT (ISO 9001:2015 Certified)

PASSPORT & VISA

Passport : T9975052

Visa Status: Husband Visa