

L Husain Razvi

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Doha - Qatar.



OBJECTIVES

I am looking for a challenging, responsible and professionally rewarding position that will fully utilize my knowledge, continuing my personal and professional growth and where my positive attitude, on interesting assignments which will benefit the company and provide a platform for grow as a successful professional.

EMPLOYMENT RECORDS

Wellbred Trading & Contracting W.L.L

- Designation: Quantity Surveyor & Acting Superintendent.
- Project: **Qatargas (QG)** Maintenance (Scaffolding, Painting, Insulation & Civil)
- Duration: September 2016 – March 2019.

Responsibilities: -

- Daily SAP monitoring to update new notification & work orders.
- Add new generated notification in the master list of work scope.
- List out Latest Acceptable Completion Date and distribute to respective department.
- Planning resource utilization for each QG assets / Unit.
- Prioritize jobs and conduct asset planning to estimate the time and resources required.
- Planning budget or Costing for Unit.
- Comply with local and national standards to carry out daily activities ensuring good welfare and care for the workers involved.
- Update master list of backlog notification.
- Tracking progress of each activity based on SAP work order or notification reference.
- Survey and measure quantities.
- Preparing Actual Job Completion Sheets.
- Preparing Progress Report to QG & Project Management.
- Preparing invoice status to Finance Department.
- Preparing KPI / Monthly report to QG & Project Management.
- Survey and manage the work to generate invoice and maintain close coordination till the approval.

Sun Constructions (PVT) LTD – Sri Lanka - C1 Grade Company. (Government Highways, Irrigation, Buildings & Water supply.)

- Designation: Assistant Quantity Surveyor & AutoCAD Draughtsman.
- Project Name: Veppankulam - Periyamurippu Road Development Project, Mannar, Sri Lanka.
- Duration: July 2015 – May 2016

Responsibilities: -

- Survey and measure quantities.
- Preparation of BOQ & Contract document.
- Preparation of monthly payment application.
- Progress monitoring and re-measurement or site measurement as required.
- Reviewing sub-contractors & supplier's payment application.
- Issuing monthly progress report.
- Preparing material on site schedule.
- Maintain document of revised construction detail.
- Participated in preparation of plot plane and survey drawing.
- Preparations of Road cross section drawing.

PROFESSIONAL QUALIFICATION

- BTEC Higher National Diploma in Quantity Surveying & Construction Management by Edexcel at BCAS Campus – Affiliated to University of Wolverhampton – UK (Waiting for Certificate).
- BTEC National Diploma in Engineering by Edexcel at BCAS Campus Affiliated to University of Wolverhampton – UK.

COMPUTER SKILLS

- Microsoft Office Package
- AutoCAD
- SAP
- Oracle
- Internet & E-Mail.

KEY SKILLS AND COMPETENCIES

- Self-motivated, adaptable and enthusiastic person with well-developed working skills combined with a flexible attitude to work.
- Strong team player with skills developed in a variety of deadline oriented situations.
- Good organizational skills developed in variety of deadline oriented situations.
- Get on well with people at all levels, easily making good working relationship.
- Have good presentation and communication skills.
- Strategic planner.

LANGUAGE PROFICIENCY

Read and Write

- English, Sinhala and Tamil.

Speak

- English, Sinhala, Hindi and Tamil.

PERSONAL INFORMATION

Full Name	: Husain Razvi Mohamed Lafir
Gender	: Male
Date of Birth	: 24/12/1995
Civil Status	: Single
Passport No	: N6628643
Driving License No	: B2564959 (Sri Lanka)
Religion	: Muslim
Nationality	: Sri Lankan
Mobile	: (+974) 74744826
E-Mail	: lhusainrazvi1@gmail.com

I am very much confident that I can contribute more towards the betterment of your reputed organization while gaining valuable experience in my field of interest. I also state that the above mentioned details are true to the best of my knowledge.

Yours Faithfully,

L Husain Razvi