
















CONTACT

 Doha Qatar
 abs_6378@yahoo.com
 +974 33415870

PROFILE SUMMARY

A Civil Engineer with 22 years of experience specializing in Quantity Surveying, project estimation, budgeting, planning and cost control. Skilled in managing both pre- and post-contract duties, I aim to apply my expertise in project management and commercial operations as a Quantity Surveyor in a leading construction company.

SKILLS

-  Construction Commercial Work
-  Project Management
-  Procurement & Documentation
-  Site Coordination
-  Cost Control & Estimation
-  Project Scheduling & Planning
-  MS Word, MS Excel, MS Project
-  Autocad
-  Planswift (Estimation Software)
-  Primavera P6 (Planning)

COMMERCIAL TRAINING

Dubai, United Arab Emirates
Completed: 2006

MARCELO A. ABATAYO JR.

(Quantity Surveyor - Interior & Fit-out Works w/ Qatar Driving License)

WORKING EXPERIENCE





Senior Quantity Surveyor

May 2006 Up to Present









Optimized Dragoni International WLL.
Doha, Qatar

ROLES AND RESPONSIBILITIES:





Pre-Contract / Tendering Works (3 years of experience)

-  Manage the tender documents (Drawings, Specifications, BOQ, etc.).
-  Prepare BOQ, cost estimates & request quotations from supplier's & subcontractors.
-  Manage rate analysis from manpower, material, equipment, supplier/subcontractor's quotation, risks, overhead, etc.
-  Facilitate submission of commercial and technical offer to client.





Project Quantity Surveying – Post-Contract (10 years of experience)

-  Create budget & cash flow for on-going projects.
-  Prepare detailed project schedule & updates w/ Primavera P6 tool.
-  Monitor & control project cost & other commercial matters.
-  Manage the delay project reports & delay claim requests.
-  Quantify materials for procurement.
-  Manage & submit payment applications, invoices & variation order request to client.
-  Prepare & submit other project documentation (work inspection request, project monthly report, request for information, material & sample submission, etc.).
-  Evaluate subcontractor's invoices & issue payment certificates.

Procurement (2 years of experience):

-  Request quotations from suppliers and subcontractors.
-  Manage bidder's quotation comparison.
-  Negotiate prices w/ suppliers/subcontractors prior to contract awarding.
-  Prepare and issue purchase order or subcontractor's agreement.

Project / Site Engineering (3 years of experience):








-  Manage daily site activities on the basis of planned task priorities.
-  Making sure that work has been performed as per approved design and specification.
-  Control material requirements and consumption.
-  Manage and resolve any issue related to site operations.

Civil Project Engineer / Quantity Surveyor

Sept.2005 – Apr. 2006

Sayed Abdul Aziz Contracting L.L.C.
Dubai, United Arab Emirates

ROLES AND RESPONSIBILITIES:

-  Manage daily site activities.
-  Investigate and control material requirements and consumption.
-  Prepare project documentation (RFI, WIR, reports, etc.)
-  Prepare invoices, claims, and variation orders.
-  Tendering works (estimating, RFO, bid comparison, etc.).
-  Procurement activities (quotations, bid comparison, purchase orders).
-  Conduct road and land surveys.

COLLEGE ACHIEVEMENTS

Graduated with Honors

Champion – Civil Engineering
Quiz Competition
(Cebu, Philippines, 2000)

Champion – Physics Olympic
Competition
(Cebu, Philippines, 2000)

Grand Finalist – College
Mathematics Competition
(Cebu, Philippines, 1999)

REFERENCE

Ms. Mary Suzette Nalugon
Optimized Dragoni Int'l WLL
Commercial Manager
Contact: (+974) 33818830

Mr. Saji Gangan
Havelock One Interiors - Bahrain
Project Manager
Contact: (+973) 66720627

Civil Project Engineer / Quantity Surveyor

Aug.2003 – Jul.2005

AVM Construction & Supply Co.
Bohol, Philippines

ROLES AND RESPONSIBILITIES

- ✚ Manage & monitor daily site activities.
- ✚ Monitor and control material requirement & consumption.
- ✚ Prepare project documents (RFI, WIR, monthly report, etc.).
- ✚ Attend project contractual meetings & workshops.
- ✚ Prepare project invoices, claims & variation order requests.
- ✚ Manage the tendering works (estimating, request quotation, bid comparison, etc.).
- ✚ Procurement (requesting quotation, preparing bid comparison, purchase orders).
- ✚ Conduct road & land surveys.

Civil Project Engineer

Aug.2002 – Aug.2003

Gaisano South Group of Companies
Cebu, Philippines

ROLES AND RESPONSIBILITIES

- ✚ Monitor subcontractor work progress.
- ✚ Prepare design and cost proposals for shopping mall renovations.
- ✚ Prepare payment certificates for contractors.

Junior Civil Project Engineer

Apr.2002 Aug.2002

Wilby Builders Company
Cebu, Philippines

ROLES AND RESPONSIBILITIES

- ✚ Monitor daily work progress and schedules.
- ✚ Control material usage and other project requirements.



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

MARCELO A. ABATAYO JR.

Signature