



Contact

Phone

+94740305379

Email

shnafeels@gmail.com

Address

218, Hospital Road,
Nintavur. Sri Lanka.

LinkedIn

linkedin.com/in/huthas-nafeel-sulaiman-bb584a200

Education

2022

Certificate in Quantity Surveying
IPHS

2016-2018

NCT Civil Engineering

Technical College of Sammanthurai

2016-2018

Diploma in Construction Technology

Technical College of Sammanthurai

2018

Certificate in AutoCAD

Institute of Professional Education

Technical Skills

- AutoCAD
- PlanSwift
- Bluebeam
- Microsoft Office
- POMI
- NRM-2
- SMM7
- CESMM 3, 4
- FIDIC-1999
- Quantity Takeoff
- Construction Documentation

Language

English - Professional Working Proficiency

Tamil - Native

HUTHAS NAFEEL SULAIMAN

QUANTITY SURVEYOR

With over **5+ years** of comprehensive experience as a Quantity Surveyor, I bring a wealth of expertise in **Tendering and Procurement, Valuation and Payment Applications, Variation, Technical Proficiency, Communication, and Negotiation** for **Pre-Contract and Post-Contract** activities across **large-scale Residential, Commercial, Mall, Hotel, Real Estate, and Development Projects** in the **United Arab Emirates and Sri Lanka**. I also have proven expertise in collaboration with consultants, subcontractors, and suppliers. Additionally, with **1+** years as an Assistant Technical Officer, I've enriched my capabilities."

EXPERIENCE

- **Quantity Surveyor**
September 2022 - October 2023
Atham Bawa & Sons
 - **Quantity Surveyor**
March 2019 - July 2022
Bainona Engineering Consultancy L.L.C.
 - **Assistant Technical Officer**
July 2017 - February 2019
Lucky Construction

DUTIES AND RESPONSIBILITIES

- **In Post-Contract:**
 - Prepare interim valuations and Payment Applications, negotiating agreements with consultants.
 - Develop weekly payment tracking schedules, coordinating with the Account department.
 - Certify subcontractor invoices through site measurements.
 - Notify and negotiate variations based on contract documents.
 - Manage quantities for material orders, conduct subcontractor quotation comparisons.
 - Adjust PS/PC items, perform Cost Impact Studies.
 - Prepare on-site materials and generate progress reports.
 - Identify and prepare variation orders and valuations, negotiating with the Engineer.
- **In Pre-Contract:**
 - Collect and verify Tender Documents.
 - Prepare Pre-Tender Reports and Clarification Letters.
 - Cross-check BOQ quantities and perform detailed quantity takeoffs.
 - Formulate tender queries for packages.
 - Send inquiries to Suppliers and Subcontractors.
 - Conduct rate analysis for each BOQ item.
 - Prepare the Bill of Quantities, considering direct and indirect costs.
 - Manage bid submissions and attend negotiation meetings.
 - Review and compare Tender documents, including specifications, drawings, BOQ, and Addenda.

SOFT SKILLS

- Clear and effective communication with project stakeholders.
- Strong analytical skills for problem-solving and decision-making.
- Thorough attention to detail in quantity measurement and project documentation.
- Efficient organization of project information and documentation.
- Effective time management to meet project deadlines.
- Collaborative working with project teams and stakeholders.
- Ability to adapt to changing project requirements and conditions.
- High ethical standards and integrity in all professional dealings.