

Apartment 305,  
K6 Building,  
Al Rigga,  
Dubai,  
UAE.

To whom it may concern,

**APPLYING FOR THE POST OF QUANTITY SURVEYOR**

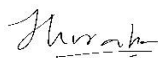
I am a **graduate Quantity Surveyor** who holds a **B.Sc. (Hons) degree in Quantity Surveying from University of Moratuwa, Sri Lanka** and currently available in **Dubai on Visit Visa status**, seeking for career enhancement opportunity in Contracts, Commercial and Cost management disciplines and **available for immediate employment.**

Further, I possess **3 years** of industrial experience in both contracting and consulting Quantity Surveying fields related to **Infrastructure** and **Building projects**. My application for the above post in your esteemed company is attached herewith for your kind consideration and looking forward in receiving a favourable response.

I am willing to offer my best of service for the aforementioned post and I assure that I shall endeavor my very best in performing my duties to the utmost satisfaction of all my superiors and rest of the organization.

Thank you.

Yours faithfully,



.....  
R.M.T.N Rathnayaka

## Tharaka Nuwan Rathnayaka

Apartment 305, K6 Building,

Al Rigga, Dubai, UAE.

Tel : 052 1876382

Email : [tharakanuwanr89@gmail.com](mailto:tharakanuwanr89@gmail.com)

Skype : Tharaka Rathnayaka



### 1. Personal Aim

To become a member of the Society of Chartered Surveyors, and to pursue a challenging carrier as a committed professional who accomplish carrier goals through maximum utilization of competencies while ensuring the continuous professional progression and loyalty.

### 2. Working Experience

#### 1. Quantity Surveyor - Business Promoters & Partners (PVT) LTD. (From 2016 February to 2016 September)

**Major projects** - Jaffna Water Supply and Sanitation Project, Hotel Building Project at Trincomalee and Renovation and Rehabilitation of Thalgodapitiya Road Project

##### **Duties and responsibilities held**

- Preparation of Interim Payment Application
- Conduct Rate Analysis for items
- Involved in Join Measurements
- Preparation of Monthly Progress Report
- Selecting of Subcontractors, negotiating and preparation of Sub Contract Payment
- Preparation of variation proposals

#### 2. Assistant Quantity Surveyor - Nirmana Consultants (PVT) LTD. (From September 2014 to December 2015 - Part Time)

**Major project** - Sirimavo Bandaranayake Hospital project & Proposed Library building for University of Kelaniya

##### **Duties and responsibilities held**

- Taking Off Quantities (Civil/MEP works)
- Preparation of Bill of Quantities

### **3. Assistant Quantity Surveyor - Business Promoters & Partners (PVT) LTD.**

(From April 2014 to August 2014)

**Major project** – Hotel Building Project at Muthiyankattu

#### **Duties and responsibilities held**

- Involved in Join Measurements
- Involved in Preparation of Interim Payment Application
- Conducting Rate Analysis
- Preparation of Monthly Progress Report
- Selecting of Subcontractors, negotiating and preparation of Sub Contract Payment

### **4. Assistant Quantity Surveyor - State Engineering Corporation. (From January 2014 to April 2014)**

**Major Projects:** Auditorium Building at Kuliypitiya University, Drainage and Plumbing project at Pinnawala Zoo, Supermarket building project at Ibbagamuwa and Renovation of Hotel Training School project at Kollupitiya.

#### **Duties and responsibilities held**

- Taking Off Quantities (Civil/MEP works)
- Preparation of Bill of Quantities
- Involved in Tender Evaluation process
- Preparing Preliminary Project Estimates
- Checking Variation Orders
- Preparation of Tender Documents

### **3. Academic Qualification**

**Honours Degree of Bachelor of Science in Quantity Surveying** with Second Class Upper Division, **University of Moratuwa, Sri Lanka**

(Accredited by **RICS, AIQS, NZIQS and IQSSL**).

### **4. Research Study**

Successfully completed individual one year Research Dissertation on “Analysis Of Construction Time Saving With Use Of Precast Technology For Multi-Storey Building”.

### **5. Familiarized Document**

- Principles of Measurement International (POMI)
- New Rules of Measurement-2 (NRM-2)
- Standard Method of Measurement of Building works (SMM7)
- Civil Engineering Standard Method of Measurement (CESMM4)
- FIDIC Conditions of Contract for Construction (1999 & 1987)

## 6. Professional Skill

- Teamwork or independent working
- Excellent time management
- Effective referring and applying of standard documents
- Good professionalism
- Better presentation skills

## 7. Computer Literacy

- Microsoft Office
  - Specially Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
  - Microsoft Access Database
- Auto Cad 2D/3D
- Microsoft Project

## 8. Personal Profile

Name in Full : Rathnayaka Mudiyansele Tharaka Nuwan Rathnayaka  
Date of Birth : 27<sup>th</sup> December 1989  
Age : 26 years  
Gender : Male  
Civil Status : Single  
Nationality : Sri Lankan  
Passport NO : N6558970  
Interests : Playing Cricket, Playing Volleyball

## 9. Computer Literacy

- Member of athletic team
  - District Meet Colors (2003)
  - Divisional Meet Colors (2003/2004/2005)
- Member of Volleyball team
- Member of Junior Prefect Board (1999)
- Member of Senior Prefect Board (2005)

## 10. Non-Related Referees

**Mr.Kasun Hettige**

**Bsc (Hons) QS, MRICS, MAIQS**

Head of contracts and quantities,

Al Turath Engineering Consultant

(Contracts Manager),

PO Box 11676, Dubai, UAE

Mob: +971-50 7072840

Email: qskasun2004@gmail.com

**Mr. Manoj Herath**

**BSc (Hons) QS, MRICS, MAIQS**

Senior Quantity Surveyor

EC Harris International Ltd, 7th Floor,

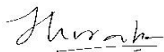
Building C1, Al Bateen Business Centre

Abu Dhabi, UAE

Mob: +971 55 4473640

Email: manojqs@gmail.com

I do hereby certify that the foregoing information discloses by me are true and correct and I am aware that I will be subject to disqualification in the event of any information disclosed are found to be false or incorrect.



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R.M.Tharaka Nuwan Rathnayaka