

Mohammed Hamza Bin Khalid Bafлах

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OBJECTIVE

To utilize my management & analytical skills in a growing and career-oriented organization.

PROFESSIONAL EXPERIENCE

Ashi & Bushnaq Construction Company

Jeddah, Saudi Arabia

March 2020 - Present



Role: Tendering / Senior Quantity Surveyor – Architectural & Civil Works.

Working as Quantity Surveyor on the multiple projects, duties and responsibilities include:

1. Scrutiny of tender documents.
2. Evaluating tender documents, drawings & schedules.
3. Comparison Studies based on suppliers Quotations.
4. Prepare the bill of quantities for bidding the projects.
5. Delegating Draftsmen for quantity take offs, cross checking quantities.
6. Analyze drawings and specifications.
7. Regular site visits for variations, ensuring that the project is progressing as per design.
8. Manages all costs relating to projects, from the initial calculations to the final figures.
9. Prepares, compares, and analyzes, Bills of Quantity.
10. Maintaining the status of the Request for Quotation.
11. Attend the weekly & monthly meetings with the client and consultants.
12. Check and verify the quantities of work done by sub-contractors.

List of Won Mega Projects:

1. **NCB Data Center and Archive Building** in King Abdullah Economic City (KAEC) Saudi Arabia.
2. **Souq 7** in Jeddah Saudi Arabia.
3. **Royal Commission 208 Villas** in Yanbu Saudi Arabia.
4. **Saudi Electric Company, Data Center** in Al Khobar Saudi Arabia.
5. **Red Sea Mall** in Jeddah Saudi Arabia.
6. **Saudi Aramco Maintenance** in Jeddah, Saudi Arabia.

Role: Tendering / Quantity Surveyor

Working as Quantity Surveyor on the multiple projects, duties and responsibilities include:

1. Scrutiny of tender documents.
2. Evaluating tender documents, drawings & schedules.
3. Taking off quantities.
4. Analyze drawings and specifications.
5. Prepares, compares, and analyzes, Bills of Quantity.
6. Complete project pricing using Candy estimation software.

List of Won Mega Projects:

1. **Sharbatly Cold Store Facility & Accommodation** in Riyadh Saudi Arabia.
2. **Silver Sands Beach Resort** in Jeddah Saudi Arabia.
3. **Zahid-Al Taaqa** in Jeddah Saudi Arabia.
4. **Zahid-Infrastructure** in Jeddah Saudi Arabia.
5. **Al Mukhmal Housing Compound** in Jeddah Saudi Arabia.
6. **Al Khayal Multipurpose Building** in Jeddah Saudi Arabia.

Role: Procurement/M.R for QMS ISO 9001 / CAD Designer

Working as Assistant Manager, duties and responsibilities include:

1. Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance.
2. Panels Boards design as per Supplier Requirements.
3. ISO 9001:2008: Management representative and internal auditor for ISO 9001:2008 quality management systems.
4. Sourcing the most affordable and high-quality materials for the company's manufacturing process while continuously monitoring and improving supplier performance.
5. Prepare purchase orders and audit purchase records.
6. Determine cost of goods for international purchases and negotiating price and terms of products with the suppliers.
7. Responsible for auditing all the department's processes and recommend changes for improvement.
8. Prepare delivery notes and make sure all the quality control tests are carried out prior to delivery and manage quality control records.
9. Prepare monthly and yearly reports.
10. Managing stock level by forecasting consumption and timely purchases.
11. Prepare and maintain latest pricelist for factory and showrooms.
12. Maintain records of international suppliers, Delivery notes, Test reports, Internal Manufacture orders.

EDUCATION

Diploma in Quantity Surveyor – (Estimating & Costing). **2017**

Indo British Academy, Hyderabad India

Matriculation (BCom(F&CA)) **2013**

Indra Gandhi National Open University, Jeddah Saudi Arabia

Intermediate **2007**

International Indian School, Jeddah Saudi Arabia

ACADEMIC PROJECTS

QS. Final Year Project:

Complete Cost Estimation for Buildings & shopping complex.

KEY SKILLS

- Computer literate in engineering packages.
- Good in problem solving and multi-tasking.
- Ability to work in a team and independently.
- Ability and willingness to learn fast and able to function with minimal supervision.
- Good time and organizational management skills.
- Providing valuable information related to the project status in a timely and effective manner.
- Ability to work as a team leader.

COMPUTER SKILLS

- Candy (Construction Computer Software)
- Microsoft office (Word, Excel, PowerPoint & Outlook)
- AutoCAD (2D)
- Google Sketch up

CERTIFICATIONS

- Diploma in Quantity Surveyor - Estimating & Costing.
- ISO 9001:2008 Certified Internal Auditor.
- Microsoft Excel
- AutoCAD

PERSONAL PARTICULARS

Date of Birth: *21th April 1988*

Iqama: *Valid*

Driving License: *Valid*

Marital Status: *Married*

Iqama: *Transferable*