# CURRICULUM VITEA

# MANU RAJEEVAN

# Mob: 00971-562711298, 0501823397

# manurajeevan@gmail.com

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**CARREER OBJECTIVE**

Seeking a career growth in an esteemed organization to put my best possible effort to serve utilizing my management & technical skills, ideas and experience with an exception of achieving and excellent growth path to reach pinnacle of success.

**PROFESSIONAL QUALIFICATIONS**

* Diploma in Civil Engineering,Indian Engineering Technological Society,Govt. of Kerala, India

**COMPUTER PROFICENCY**

* AutoCAD : R14 to 2007
* Basics of Civil 3D
* Microsoft Office
* Internet
* Acconex

**PERSONAL SKILLS**

* Ability to work effectively as a team member
* Punctual
* Sincere
* Hard working at work assignment
* Good Communication and managerial skills
* Eagerness to learn new things.

**EXPERIENCE SUMMARY**

Total **9 year** **11 Month** experience in various Road Maintenance projects in UAE as **Quantity Surveyor** and 1 Year Experience in India as **Draughtsman cum Site Engineer** in Low Cost Building Construction.

**WORK EXPERIENCES (In U.A.E)**

**Presently working in Agility Engineering & Contracting Company LLC. (Road Section) as a** **Quantity surveyor**

* **PROJECT-1**
* **Organization : Agility Engineering & Contracting Company**
* Project Title : Completion of Developmet works of Sheikh Zayed Bin sultan street from Al Falah intersection to sea palace intersection – (Package-1)
* Nature of work : Ramp Construction, and Road widening
* Position : **Quantity Surveyor**
* Duration : 26 Months
* Contract Value : 108 million AED
* PMC : De Leuw Cather Intl. LTD
* Client : Musanada

**Responsibilities:**

* Submission of JMS & Requests for Approval and Co ordinate with Consultant.
* To Prepare Payments, Final Measurements & Progress reports for works
* To Deal with Subcontractors, Prepare Comparative Statements & Subcontractor Payments.
* To prepare Monthly Cost And Project Financial Status
* Quantity Calculation. based on approved requests
* Follow up & record keeping of Site Inspection Requests.
* To Prepare Project Variation & New rates
* To Prepare Project material calculation
* Preparation of Re Cape Quantity
* Quantity Take Off for all Civil elements (manually, A-CAD)
* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.

**Previously working in Ghantoot Tpt& Gen.Cont.Est. (Road Section) as a Quantity surveyor**

* **PROJECT-1**

**Organization : Ghantoot Tpt & Gen.Cont.Est. (Road Section)**

Project Title : Construction of Infrastructure Works.Ruwais Housing Complex Expansion

Phase IV

Nature of work : Construction, Completion & Maintenance of Ruwais Infrastructure

Position : **Quantity Surveyor**

Duration : 94 Weeks

Contract Value : 649,978,720.00million AED

PMC : dar al-handasah

Client : ADNOC

**Responsibilities:**

* Submission of JMS & Requests for Approval and Co ordinate with Consultant.
* To Prepare Payments, Final Measurements & Progress reports for works
* To Deal with Subcontractors, Prepare Comparative Statements & Subcontractor Payments.
* To prepare Monthly Cost And Project Financial Status
* Quantity Calculation. based on approved requests
* Follow up & record keeping of Site Inspection Requests.
* To Prepare Project Variation & New rates
* To Prepare Project material calculation
* Preparation of Re Cape Quantity
* Quantity Take Off for all Civil elements (manually, A-CAD)
* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
* **PROJECT-2**

**Organization : Ghantoot Tpt & Gen.Cont.Est. (Road Section)**

Project Title : The Development of **South Shamkha** Infrastructure at Abu Dhabi, Lot-1

Nature of work : Construction, Completion & Maintenance of South Shamkha Infrastructure

Position : **Quantity Surveyor**

Duration : 36 Months

Contract Value : 1,946,652,415.00billion AED

Consultant : Idroesse

Client : Musanada

**Responsibilities:**

* Submission of JMS & Requests for Approval and Co ordinate with Consultant.
* To PreparePayments, Final Measurements &Progress reports for works
* To Deal with Subcontractors, Prepare Comparative Statements & Subcontractor Payments.
* To prepare Monthly Cost And Project Financial Status
* Quantity Calculation. based on approved requests
* Follow up & record keeping of Site Inspection Requests.
* To Prepare Project Variation & New rates
* To Prepare Project material calculation
* Preparation of Re Cape Quantity
* Quantity Take Off for all Civil elements (manually, A-CAD)
* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
* **PROJECT-3**

**Organization** : **Ghantoot Tpt & Gen.Cont.Est. (Road Section)**

Project Title : **(P-53)**, Contract No:43/2010

Nature of work : Maintenance & Rehabilitation work for Abu Dhabi Main Land NorthArea.

Position : **Quantity Surveyor**

Duration : 1 Year

Contract Value : 75Million AED

Consultant : Jacobs /Atkins

Client : Abu Dhabi Municipality

**Responsibilities:**

* Submission of JMS & Requests for Approval and Co ordinate with Consultant.
* To prepare BOQ for Initial Work Orders, Progress reports
* To Deal with Subcontractors, Prepare Comparative Statements & Subcontractor Payments.
* Quantity Calculation.based on approved requests
* Checking of as built and shop drawings
* To PreparePayments, Final Measurements & Progress reports for works
* To Prepare Project Variation & New rates
* To Prepare Project material calculation
* Preparation of Re Cape Quantity
* Quantity Take Off for all Civil elements (manually, A-CAD)
* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.
* **PROJECT-4**

**Organization** : **Ghantoot Tpt & Gen.Cont.Est. (Road Section)**

Project Title : **(P 57)**, Construction for Extension of Road “C”

Contract No: PD-NK/AWFP/Wathba Road C/Ghantoot/48/10

Position: **Quantity Surveyor**

Duration : 1 Year

Contract Value : 11 Million

Consultant : AECOM

Client : Environment Agency Abu Dhabi.

**Responsibilities:**

* Submission of JMS & Requests for Approval and Co ordinate with Consultant.
* Checking of as built and shop drawings.
* To prepare BOQ for Initial Work Orders, Progress reports
* To Deal with Subcontractors, Prepare Comparative Statements & Subcontractor Payments.
* Quantity Calculation. based on approved requests
* **PROJECT-5**

**Organization** : **Ghantoot Tpt & Gen.Cont.Est. (Road Section)**

Project Title : **(P-46),**Contract No:33/2009

Nature of work : Maintenance & Rehabilitation work for Abu Dhabi Main Land North Area.

Position : **Quantity Surveyor**

Duration : 1 Year

Contract Value : 165 MillionAED

Consultant : Cansult Maunsell/Aecom/Jacobs

Client : Abu Dhabi Municipality

**Responsibilities:**

* To prepare BOQ for Initial Work Orders, Progress reports
* To Deal with Subcontractors, Prepare Comparative Statements & Subcontractor Payments.
* Quantity Calculation.based on approved requests
* Checking of As-built and shop drawings
* Submission of JMS & Requests for Approval and Co ordinate with Consultant.
* To PreparePayments, Final Measurements & Progress reports for works
* To Prepare Project Variation & New rates
* To Prepare Project material calculation
* Preparation of Re Cape Quantity
* Quantity Take Off for all Civil elements (manually, A-CAD)
* Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules.

**WORK EXPERIENCES ( In India)**

* **PROJECT-1**

**Organization** : **Excel Constructions**, **India, Kerala**

Nature of work : Construction of Low Cost Houses and Single Stored Shopping Complex.

Position : **Draftsman cum Site Engineer**(6 months)

* **PROJECT-2**

**Organization** : **Our Home Contracting Constructions**, India, Kerala

Nature of work : Construction of Low Cost Houses and Single Stored Shopping Complex.

Position : **Site Engineer** (6 months)

**Responsibilities:**

* Following up with Site Engineers and supervisors.
* Monitoring all the site works.

**PERSONEL DETAILS**

Name : **MANU RAJEEVAN**

Address : Agility Engineering & Cont.Est, P.B No: 43698, Abu-Dhabi

Home Address : Vaikkattil Mathukkattil(H) ,Thrithalloor (P.O),Thrissur(Dist)

Kerala, India, Pin: 680619

Age & D.O.B : 30,02/05/1988

Sex : Male

Nationality : Indian

Marital Status : Single

Languages Known : English, Hindi, Malayalam

Visa status (UAE) : Resident Visa

License : Uae Valid Driving License

**Declaration**

I hereby declare that the above mentioned details are true to the best of my knowledge.

**Date 04/08/2018** **Manu Rajeevan**