



## Jagannathan Hareendran

### PERSONAL AND CAREER SUMMARY

A results driven and resourceful civil engineer/quantity surveyor currently working with a reputed civil infrastructure contracting company in the Kingdom of Bahrain, with an overall experience of **12 years** in civil engineering/quantity surveying jobs, possessing very good written and verbal communication skills, computer proficiency and management capabilities to execute the tasks assigned in a responsible, time bound manner to the satisfaction of the employer.

<u>AREAS OF EXPERIENCE</u>	<u>AREAS OF KNOWLEDGE</u>	<u>PERSONAL SKILLS</u>
<ul style="list-style-type: none"><li>• Quantity take off/verification.</li><li>• Preparation of bills of quantities.</li><li>• Preparation of cost estimates &amp; cost plans for Tendering works.</li><li>• Preparation of budgetary costs.</li><li>• Procurement &amp; Subcontracts management.</li><li>• Payment applications &amp; variation orders.</li><li>• Effective communication with clients and consultants.</li></ul>	<ul style="list-style-type: none"><li>• Various forms of contract like FIDIC (Red Book), JCT, NEC3, Bahrain Ministry of Works, Ministry of Housing contract forms.</li><li>• Pre-contract cost control.</li><li>• Value engineering/management.</li><li>• Feasibility &amp; sustainability studies.</li><li>• Very good knowledge of specifications used in Bahrain construction market.</li></ul>	<ul style="list-style-type: none"><li>• Strategic planning</li><li>• Analytical ability</li><li>• Organised implementation</li><li>• Hardworking</li><li>• Self-motivated</li><li>• Goal-oriented</li><li>• Keen to learn and acquire more knowledge</li><li>• Able to manage work pressure</li><li>• Good at team work</li></ul>

Also, I am an aspirant, who wants to register for the APC of RICS in the near future to finally become a Chartered Quantity Surveyor.

### PROFESSIONAL EXPERIENCES

#### **I. From April 12, 2016 onwards:**

Civil Engineer/Quantity Surveyor, M/s. United Gulf Asphalt and Construction Co. W.L.L, Kingdom of Bahrain.

Duties, Roles and Responsibilities:

- Preparation of payment applications: Preparing payment applications for various TCOs in a Term Contract. Carrying out site measurements, preparation of drawings, measurement sheets and final invoice submissions etc.
- Preparation of quotations for various clients: Site visits for preparing quotations for various private/public clients, co-ordination with various site engineers/supervisors for collecting the required data, rate analysis for the same, quotations submissions and follow up etc.
- Co-ordinate/Liaise with client organisations: Co-ordination and carrying out the joint measurements with the Ministry officials, follow up for payment for submitted invoices, providing clarifications to the Ministry officials regarding the invoices, site visits etc.

- Preparation of monthly cost reports and accomplishment statements: Preparation of monthly cost reports for the running TCOs till completion. Preparation of reports on Planned v. Achieved works, related accomplishment statements etc.

## **II. From July 05, 2015 to April 11, 2016:**

Quantity Surveyor, M/s. Alliance Projects S.P.C, Kingdom of Bahrain.

Duties, Roles and Responsibilities:

- Building up company rates: This included overheads calculation of the company and regular updating of the same, fixing labour output coefficients, regular reviews of material consumptions, purchases and procurements and arriving at effective rates for bidding.
- Tendering: Implementing basic tendering procedures in the company. Review and pricing of the tender, identifying the scope of works, study of specifications, preparation of subcontract packages, paying site visits and attending pretender meetings, liaise with internal wings and external suppliers/subcontractors to collect the necessary inputs for bid preparation and timely submission of the bids.
- Budgets, cost plans and cash flow statements preparations: Preparation of budgetary costs for awarded works based on final contract amounts, preparation of suitable cost plans to match the work plans/programmes prepared and assessing the cash flow expected.
- Procurement: Preparation of procurement schedules based on budgets, work and cost plans, identifying suitable suppliers and subcontractors, negotiating the prices, terms and conditions with various subcontractors and suppliers and finalise the most beneficial proposal based on budgetary costs.
- Payment applications: Preparation of monthly payment applications for ongoing projects, subsequent follow up and keeping track on the cash inflow and outflow based on the cash flow statement prepared, purchase costs, material tracking and consumption reports, subcontractor payments etc.
- Variation Orders: Preparation of variation requests for various works based on the site instructions of consultants/clients.
- Reconciliation statements: Preparation of reconciliation statements based on material tracking reports, consumption of materials at site, labour output statements, machinery hiring reports etc.

## **III. From November 08, 2012 to July 04, 2015:**

Quantity Surveyor, M/s. Almoayyed Contracting W.L.L, Kingdom of Bahrain.

Duties, Roles and Responsibilities:

- Review of tender documents to gather all pertinent information about the project.
- Identify the scope of works and study in detail the drawings, conditions of contract, commercial aspects, specifications & tender addenda and raise technical queries/clarifications, if necessary.
- Quantity take-off/verification of quantities provided in bill of quantities.
- Preparation of sub-contract packages and documents for issuing to the subcontractors and evaluate the incoming quotes against the tender specifications to include in the final bid.
- Attend pretender meetings and site visits and providing inputs for bid preparation.
- Review/generate bill of quantity against drawings to ensure alignment and to identify material types & quantities for cost estimation.
- Pricing of the bill of quantities provided with the tender document. This includes analysis of in-house rates on a project to project basis, obtaining rates from potential subcontractors, negotiation of rates etc.
- Liaise with internal departments, external suppliers, subcontractors, vendors and manage daily correspondence for quantities, cost and specifications.
- Prepare commercial and technical bid proposal documentation to ensure all systems and components of the tender requirement.
- Preparation of budgetary costs, estimate summaries and cash flow statements for management approval.
- Prepare handover documents and provide techno-commercial assistance during the execution stage.

## **IV. From November 05, 2007 to November 06, 2012:**

Assistant Manager (Civil Engineering Projects Division), The Federal Bank Ltd, Kerala, India.

Duties, Roles and Responsibilities:

- Empanelment of architects and contractors for carrying out civil/interior works of branch/office premises.
- Design of layout of branches and getting approval for the same from the management.
- Preparing specifications and tenders for the works based on approved layouts and other requirements.
- Quantity calculation and cost estimation for various civil and interior furnishing works of branches based on the approved layouts and getting approval for the cost estimates/budgets from the management.
- Inviting tenders, opening of bids, negotiating prices, terms and conditions with contractors, issuing work orders to selected contractors for carrying out the works (award of works).
- Examine the shortcomings observed in executed works and rectification of the same by paying regular site visits etc.
- Scrutinizing the final bills of contractors and settling their final accounts.

**V. From July 15, 2006 to May 31, 2007:**

Quantity Surveyor with Leighton Contractors India Pvt Ltd – OSE (JV) for their four laning project of NH – 3 from Indore to Khalghat in the state of Madhya Pradesh (80 km BOT basis road project worth US \$105 million)

Duties, Roles and Responsibilities:

- Subcontracts management: Comparison of various subcontract quotes, award of works and carrying out subcontractor valuations.
- Preparation of cash flow statements and various subcontract packages for earthworks and structures.
- Comparison of rates quoted for various works with standard/stipulated rates and awarding the works at reasonable rates based on quality, experience and capability of the subcontractor.
- Verifying the measurements of subcontractor bills by conducting site visits and by comparing the same with approved drawings, processing their bills and recommending interim/final payments based on site measurements.

**VI. From July 20, 2005 to July 10, 2006:**

Junior Quantity Surveyor, M/s. GEA Energy Systems India Ltd (Now M/s.BGR Energy), Cochin Port Road Connectivity Project on NH 47 (12 km road project worth US \$ 17 million), Kerala, India.

Duties, Roles and Responsibilities:

- Preparation of daily progress reports, monthly progress reports and work orders for subcontractors.
- Subcontractors' bills scrutiny and preparation of main contractor's monthly interim payment certificates.
- Identifying variations between billed and certified quantities by checking measurement books.
- Assisting Senior Quantity Surveyor on preparing monthly cash flow statements, budgets, monthly material requirements, material reconciliation statements and cost analysis for various subcontract works.

**PERSONAL DETAILS**

Date of Birth : 03<sup>rd</sup> May 1983 (Aged 34 years)  
Nationality : Indian  
Marital Status : Married  
Children : One Daughter  
Address : Building No.XII/62, Thuravoor Panchayath, Angamaly, Kerala, India, PO BOX 683 572.  
Telephone : 00973 – 36165347, 36029994 (Cell phone nos - Bahrain)  
0091484 – 2453155 (Home address landline - India)  
Email : [h.jagannathan@gmail.com](mailto:h.jagannathan@gmail.com)  
Driving Licence: Possess valid Bahrain and India Driving Licences  
(Licence No.830599460 issued by General Directorate of Traffic, Kingdom of Bahrain)  
(Licence No.39/2216/2006 issued by Licensing Authority, Kerala State, Indian Union)

**PROFESSIONAL LICENCES/MEMBERSHIPS**

- Licence to practice as civil engineer issued by The Council for Regulating the Practice of Engineering Professions (CRPEP) - Registration No. EPP/C2445/CE/01-B. (Category B Licence).
- Student member of the Royal Institution of Chartered Surveyors from 01.07.2013 onwards (student membership number - 6346209).

#### ACADEMIC QUALIFICATIONS

Sl no	Courses Completed/Pursuing	Institution	Year attained
1	MSc Quantity Surveying (Currently pursuing – Distance Learning mode)	The University College of Estate Management, Reading, UK.	Completed two semesters of studies. Final completion is expected by September 2018.
2	Advanced Course in Quantity Surveying (Distance Learning mode)	Royal Institution of Chartered Surveyors, London, UK.	August 2015
3	Bachelor's Degree in Civil Engineering	Mahatma Gandhi University, Kerala, India.	May 2005
4	Pre-Degree	Kerala University, Kerala, India.	March 2000
5	Secondary School Leaving Certificate	Dept. of General Education, Kerala, India.	March 1998

#### COMPUTER SKILLS

Proficient in

- Microsoft Office (especially in Microsoft Excel, Microsoft Word and Microsoft Power point).
- AutoCAD 2012

Working knowledge in

- Primavera version P6 (Completed certified course on Primavera Project Planner)

#### LANGUAGE PROFICIENCY

	<u>Speak</u>	<u>Read</u>	<u>Write</u>
1. English	Excellent	Excellent	Excellent
2. Hindi	Excellent	Good	Good
3. Malayalam (Mother Tongue)	Excellent	Excellent	Excellent

#### DECLARATION

I, the undersigned, certify to the best of my knowledge and belief, that the information furnished above are correct and describe my qualifications and experiences.

**JAGANNATHAN HAREENDRAN**

**Date: 12.08.2017**