

Jasmin U. Prado, CE
CE No. 0106622

Address: Mushrif, Abu Dhabi, UAE
Contact Number: +971503945853
Email Address: jasmin_prado@yahoo.com



OBJECTIVE

To obtain a challenging position that will enhance and widen my knowledge to help and contribute for Company's Development

AREAS OF INTEREST

Quantity Surveying, Cost Estimation, Cost Control, Construction Project Management, Project Planning and Drafting

EDUCATIONAL ATTAINMENT

College:

July 2002 – July 2006
Intramuros Manila, Philippines

MAPUA INSTITUTE OF TECHNOLOGY
B. S. Civil Engineering
BOARD PASSER – CE LICENSURE EXAM - NOV. 18&19, 2006

WORK EXPERIENCE

- **QUANTITY SURVEYOR MANAGER – REEM EMIRATES ALUMINIUM (Aluminium & Glass Contractor)** - (November 1, 2022 up to present) Industrial City of Abu Dhabi - Musaffah Abu Dhabi, UAE
- **SENIOR QUANTITY SURVEYOR – REEM EMIRATES ALUMINIUM (Aluminium & Glass Contractor)** - (October 1, 2015 up to October 31, 2022) Industrial City of Abu Dhabi - Musaffah Abu Dhabi, UAE
- **QUANTITY SURVEYOR – REEM EMIRATES ALUMINIUM (Aluminium & Glass Contractor)** (August 11, 2013 up to September 30, 2015) Industrial City of Abu Dhabi - Musaffah Abu Dhabi, UAE

Project handled:

- Red Sea Airport (Building & Roof Package) – KSA
- Red Sea Shura Hotel (Roof Package) – KSA
- King Abdullah Financial District – Skywalk Bridge – Riyadh, KSA
- Abu Dhabi Airport – Midfield Building – Abu Dhabi, UAE
- Zayed National Museum – Abu Dhabi, UAE
- King Abdullah Financial District – Parcel 5.01,5.02,5.03&5.05 – Riyadh, KSA
- Sabic Headquarters – Jubail, KSA
- Al Samha Villa – Dubai, UAE
- Tiara United Towers (ARABTEC CONSTRUCTION LLC) – Dubai, UAE
- Nad Al Sheba Villas (TROJAN GEN. CONT.) – Dubai, UAE
- MBS Crowne Plaza (Supply – HANSEN FAÇADE) – London, UK

- **Royal Atlantis Mock-up (KHANSAHEB) – Dubai, UAE**
- **Nurai Island Resort (ZAYA HOLDINGS) – Abu Dhabi, UAE**
- **Akoya Villas (DAMAC/TROJAN GEN. CONT.) – Dubai, UAE**
- **3000 Villas Emirati Housing Development (TROJAN GEN. CONT.) – Al Ain, UAE**
- **2000 Villas Ain Al Fayda (TROJAN GEN. CONT.) – Al Ain, UAE**
- **Climate Control Altitude Chamber (ECC) – Dubai, UAE**
- **Greenwich London (Supply - HANSEN FACADE) – London, UK**
- **Floating Villa – (AL MAHA MODULAR INDUSTRIES) - Abu Dhabi, UAE**
- **The Chalet (TROJAN GEN. CONT.) – Abu Dhabi, UAE**
- **Saraya 1 & 2 Residential Tower (ARABTEC CONSTRUCTION LLC) – Abu Dhabi, UAE**

Responsibilities:

- Coordinate with consultant and main contractor.
- Check all items in BOQ as per sub-contract packages and agreement.
- Monitor and record all the materials delivered on site and maintain a log of balance items to be delivered. Coordinate with logistics, production team and site engineer.
- Coordinate with Project Manager, Construction Manager and site people for all the materials installed on site and maintain a log with attached progress photos.
- Maintain a log of works accomplishment against the BOQ and report the completion percentage to the Scheduler and Project Manager. Prepare monthly progress claim with corresponding justifications such as highlighted floor plans for delivered and installed materials.
- Review and assess all the changes in drawings and specifications from contract to the latest construction details, coordinate with technical department & initiate variation orders.
- Check and evaluate all sub-contractors variation and change orders.
- Quantity take-off & prepare cost estimates.
- Coordinate with accounting department to ensure the amount received from the main contractor is as per the payment certificate.
- Maintain a log of all interim payment application, payment certificates and payments received from the main contractor and consultants.
- Prepare and submit project status summary showing all the updates and progress of the project.
- Prepare and submit variation order and all necessary substantiation to obtain an approval from Client or Main Contractor.
- Prepare and submit monthly Cost Report to know the financial status of the project in timely manner (Profit/Loss).
- Prepare and submit Cost to Complete with all necessary documents to substantiate the cost required to finish the project.

➤ **QUANTITY SURVEYOR – ALUMCO U.A.E. L.L.C. (Aluminium & Glass Contractor)** (May 17, 2012 up to July 31, 2013) Dubai Investment Park 1, United Arab of Emirates

Project handled:

- **Presidential Palace (Main Building and Wings Package) - Abu Dhabi, UAE**
- **Meena Plaza Towers - Abu Dhabi, UAE**
- **Sowwah Square Project – Abu Dhabi, UAE**
- **Projects Outside UAE (Qatar Projects, Lebanon Projects & Saudi Projects)**

Responsibilities:

- Coordinate with consultant and main contractor.
- Check all items in BOQ as per sub-contract packages and agreement.
- Monitor and record all the materials delivered on site and maintain a log of balance items to be delivered. Coordinate with logistics, production team and site engineer.
- Coordinate with Project Manager, Construction Manager and site people for all the materials installed on site and maintain a log with attached progress photos.

- Maintain a log of works accomplishment against the BOQ and report the completion percentage to the Scheduler and Project Manager. Prepare monthly progress claim with corresponding justifications such as highlighted floor plans for delivered and installed materials.
- Review and assess all the changes in drawings and specifications from contract to the latest construction details, coordinate with technical department & initiate variation orders.
- Check and evaluate all sub-contractors variation and change orders.
- Quantity take-off & prepare cost estimates.
- Coordinate with accounting department to ensure the amount received from the main contractor is as per the payment certificate.
- Maintain a log of all interim payment application, payment certificates and payments received from the main contractor and consultants.
- Prepare and submit project status summary showing all the updates and progress of the project.

➤ **QUANTITY SURVEYOR – HYUNDAI ENGINEERING & CONSTRUCTION CO. LTD**

(April 2, 2012 – April 30, 2012) Somerset MRT Station, Singapore

Project handled:

- **SCHP (Specialist Centre Hotel Phoenix) & OE (Orchard Emerald)– Singapore**

Responsibilities:

- Check all BOQ in main-contract and sub-contract agreement.
- Check and evaluate all the changes in drawings and specifications. Coordinate with consultant for RFI (Request of Information) & AI (Architect's Instruction).
- Quantity take-off & Prepare Cost Estimate.
- Maintain a log of RFI, AI and issue variation order for all the changes (Omission/Addition) from Contract to latest Construction drawings and specifications.
- Assist the contract administrator in charge in updating the variation order log of general contractor and ensure that same are facilitated through the customer.
- Maintain a log of works accomplishment against the BOQ and report the completion percentage to the Scheduler and Project Manager.
- Review and evaluate the progress billings submitted by sub-contractors and make recommendation to the Project Manager on payment values.
- Coordinate with accounting department to ensure that progress billings of all contractors are properly processed.
- Maintain a log of all payments made to the sub-contractor and suppliers.

➤ **QUANTITY SURVEYOR – HOLDEN TILING CONSTRUCTION PTE LTD**

(March 2011 – March 2012) Shun Li Industrial Park – 61 Kaki Bukit Avenue 1, Singapore

TENDERING

Responsibilities:

- Check and assess all Tender Documents, Structural, Architectural & M&E Plans.
- Coordinate with the Architect & all Consultants (Structural, Quantity Surveyor and Mechanical & Electrical) for tender clarifications.
- Quantity Take-off/Material Estimate (Architectural & Structural).
- Coordinate with sub-contractors and supplier for quotations/material cost.
- Evaluate all quotations of sub-contractors/suppliers. Prepare cost comparison.
- Prepare Tender Submittals (Bill of Quantities & Tender Documents).
- Submit Tender Documents to the Client.

Projects assisted:

- **48A & 48B Jalan Kampong Chantek – Singapore**
- **40 & 42 Dalvey Road – Singapore**
- **4 Camden Park – Singapore**
- **20B Nassim Road – Singapore**
- **9 Astrid Hill – Singapore**

Responsibilities:

- Coordinate with Project Manager & Site Supervisor for site condition & construction progress.
- Monitor and ensure that all materials to be supplied are ordered well in advance of the requirement. Coordinate with sub-contractors for material cost and availability. Evaluate sub-contractor's quotation and prepare cost comparison.
- Prepare Purchase Order for sub-contractors and follow-up to ensure timely delivery of the items.
- Check and evaluate all sub-contractors variation and change orders.
- Review and evaluate the progress billings submitted by sub-contractors and make recommendation to the Project Manager on payment values.
- Coordinate with accounting department to ensure that progress billings of all contractors are properly processed.
- Evaluate all changes between Contract Drawing & Construction Drawing. Prepare variation order and submit to the Architect & Consultants for approval.
- Prepare monthly progress claim as per site work accomplishments complete with progress photos.
- Quantity take-off / Estimate

➤ **ESTIMATION ENGINEER – WHITE ALUMINIUM ENTERPRISES (Glass Processing Division)**
(November 2007 – November 2010) Industrial City of Abu Dhabi - Musaffah Abu Dhabi, UAE
NOC Available

Projects handled:

- **ADNEC TOWER**
- **ALDAR HEADQUARTERS**
- **AL GHURAIR CITY EXPANSION CITY PHASE II**
- **BARWA QATAR**
- **BURJ KHALIFA**
- **DALMA MALL**
- **YAS ISLAND**

Responsibilities:

- Assess customer's requirement (Specifications & Drawing Details).
- Check availability of materials and ensure that the customer's specification can be processed accordingly. Coordinate with Quality Control Department for standards.
- Coordinate with suppliers or sub-contractors to check updated prices and material's availability for timely delivery.
- Evaluate all proposals and BOQ of sub-contractors/suppliers.
- Prepare cost estimates of materials and processes.
- Ensure with production department the delivery schedule.
- Coordinate with accounting department to check customer's payment terms.
- Preparation of Quotations, Proposals and Tender for customer.
- Coordinate with customer for price negotiation and final specification details before production.
- Monitor and log all inquiries received, quotations submitted and orders confirmed to follow up with production team.

➤ **JUNIOR QUANTITY SURVEYOR – SHIMIZU PHILIPPINE CONTRACTORS INC.**
(April 2007 – September 2007) People's Technology Complex, Carmona Cavite, Philippines

Project handled:

- **EPSON – EPSON PRECISION PHILIPPINES INC.** – Batangas, Philippines

Responsibilities:

- Coordinate with contractors and sub-contractors.
- Assess cost / reconciliation of general contractor initiated variation orders.
- Check all BOQ in sub-contract packages.
- Preparation of cost estimates, project budget, schedule and cost control.

- Preparation of Proposals/Quotations for the client.
- Monitor and ensure that all materials to be supplied are ordered well in advance of the requirement.
- Prepare Purchase Order for sub-contractors and follow-up to ensure timely delivery of the items.
- Maintain a variation order log of general contractors to all suppliers with their corresponding cost implication.
- Check and evaluate all sub-contractors variation and change orders
- Assist the contract administrator in charge in updating the variation order log of general contractor and ensure that same are facilitated through the customer.
- Maintain a log of works accomplishment against the BOQ and report the completion percentage to the Scheduler and Project Manager
- Review and evaluate the progress billings submitted by sub-contractors and make recommendation to the Project Manager on payment values.
- Coordinate with accounting department to ensure that progress billings of all contractors are properly processed.
- Maintain a log of all payments made to the sub-contractor and suppliers.
- Quantity take-off / Estimate

TRAININGS AND SEMINARS ATTENDED

AUTOCAD 2011 CERTIFICATION – INNOVATIVE CAD SOLUTIONS (ICAD)

Doña Amparo Building, Sampaloc Manila – January 28, 2011 to February 11, 2011

AUTOCAD 2004 & 2006 CERTIFICATION – CADVISION ENGINEERING TECHNOLOGIES

Manila Cinema Building C.M. Recto Ave. – December 27, 2006 to January 16, 2007

STAADPRO 2004 TUTORIAL - Netopia, SM Manila - February – March 2006

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint and Project); Knowledgeable in computer aided Drafting and Design (AutoCAD); Knowledgeable in STAAD2004; CANDY & Build Smart

EXTRA-CURRICULAR ACTIVITIES

MEMBER – Philippine Institute of Civil Engineers (December 2006 to present)

MEMBER – Philippine Institute of Certified Quantity Surveyor (June 2013 to present)

MEMBER – National Association of Mapua Alumni (July 2006 up to present)

MEMBER – Philippine Institute of Civil Engineers, Mapua Student Chapter (SY 2004-2005 & SY 2005-2006)

MEMBER – American Concrete Institute of the Philippines, Student Chapter (SY 2004-2005 & SY 2005-2006)

PARTICIPANT – Mapua Institute of Technology Habitat for Humanities - 4th Quarter SY 2002-2003

MEMBER – CFC Singles for Christ Dubai Chapter

PERSONAL INFORMATION

Birth date	:	12 September 1985
Birthplace	:	Navotas, Metro Manila
Age	:	37
Civil Status	:	Single
Gender	:	Female
Citizenship	:	Filipino
Language	:	Filipino, English
Passport Number	:	P5520366B
