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|  | **[Your Name]**  Quantity Surveyor  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com  Extensive experience of more than 5 years in the field of survey. A result oriented individual that can be useful and productive for the firm. A goal oriented professional who can work significantly to reduce the costs of the project and improve the efficiency of the firm. | | | | | | | |  |
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|  | **Education**  DEGREE | DATE EARNED | SCHOOL   * Major: Click here to enter text * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text * Related coursework: Click here to enter text * Related coursework: Click here to enter text | | | | **Objectives:**  My objectives are:   * To work as a quantity surveyor in a leading company * To overcome all those challenges and difficulties that my job provide me * To be a productive professional for the firm who can participate in the growth of the company | | | |  |
|  |  | **Work Experience**  I have worked as a [quantity surveyor] in [XYZ corporation] from [July 2011 to date].  My key roles in this job are/were.   * Maintaining the quantity records. * Reviewing the scope of the project initiated by the company and to consider all those factors that can influence the cost of the project. * Preparing the estimate packages for the project to get them reviewed by the head of the company, head of the department, project manager and the clients. * Calculating the cost of labor, time and for other material which is required to complete the project. * Managing the maintenance of the cost data, entering the data in the database and updating it. | | | | | | |  |
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|  | **Core Competencies**   * Able to work in different type of environments and adjust himself to the changing environment. * Highly organized and stays attentive to each detail related to the survey. * Best interpersonal skills and uses some innovative and skills methods to resolve the conflicts faced by the firm. * Excellent skills to work in the fast-paced environment. * Extensive knowledge about the job and able to work in the field with remarkable skills. | | | | **Technical skills:**   * Adept at using operating systems such as window 2007 and 2008 * Can use ERP system for the project.  Communication & MAnagement  * You delivered that big presentation to rave reviews. Don’t be shy about it now! This is the place to show how well you work and play with others. | | | |  |