

MOHAMED WAZEER MOHAMED RIKAZ

Assistant Quantity Surveyor | MEP & Fit-Out | Procurement

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PROFESSIONAL SUMMARY

Quantity Surveyor with 4+ years of experience in MEP, electrical, and fit-out construction projects across Qatar and Sri Lanka. Currently performing core QS duties — quantity take-offs from AutoCAD drawings, BOQ preparation, and cost control — alongside procurement responsibilities in Doha. Skilled in tender documentation, subcontractor coordination, interim valuations, and variation order assessment. Demonstrates strong commercial awareness and a track record of supporting accurate, cost-efficient project delivery. Actively seeking a dedicated QS role to focus full-time on quantity surveying. Currently completing a BSc (Hons) in Quantity Surveying at Liverpool John Moores University (2026).

CORE COMPETENCIES

- BOQ Preparation & Measurement
- Cost Estimation & Cost Control
- Tender Documentation
- MEP Materials Knowledge
- Interim Valuations & Payment Certs
- Procurement & Vendor Management
- Subcontractor Coordination
- MS Excel (Advanced) | AutoCAD
- Variation Order Assessment
- RFQ Preparation & Quotation Analysis
- Final Account Preparation
- SAP (Basic) | Adobe Suite

PROFESSIONAL EXPERIENCE

Procurement & QS Coordinator

Feb 2024 – Present

The Royal Light | Doha, Qatar

- Perform quantity take-offs from AutoCAD drawings for electrical and fit-out works, accurately measuring scope and materials across 2–3 concurrent projects to support BOQ preparation and tender pricing.
- Prepare detailed BOQs based on client RFQs, AutoCAD drawings, and project specifications — submitted to both main contractors and end clients as part of the formal quotation and tender process.
- Prepare competitive cost proposals and material quotations in response to client RFQs, ensuring pricing accuracy and timely submission to main contractors and direct clients.
- Prepare technical submittals and material data-sheets for client and main contractor approval, confirming specified products meet project requirements prior to procurement.
- Carry out materials purchasing based on approved BOQs and project schedules, coordinating with suppliers on lead times and delivery to keep projects on programme.
- Conduct supplier quotation analysis and price comparisons across multiple vendors to identify best-value procurement options and support project cost control.
- Maintain organised project documentation including BOQs, quotations, data sheets, purchase orders, and delivery records for reference and cost reporting.

Assistant Quantity Surveyor

Jan 2020 – Jan 2024

Electron Engineering Services | Kandy, Sri Lanka

- Prepared BOQs and quantity take-offs for over 15 electrical and smart automation projects, supporting accurate tender pricing and cost planning.
- Assisted in preparing tender documents, cost estimates, and project budgets for projects valued at approximately LKR 20M–80M across multiple clients.
- Managed subcontractor interim payment applications — verified site progress, reviewed invoices, and processed payment certificates in a timely manner.
- Supported variation order evaluation and cost analysis during construction phase, maintaining a variation register and ensuring changes were captured in final accounts.
- Monitored project costs monthly against approved budgets and prepared cost reports for senior QS and project management review.

- Coordinated with site engineers to carry out joint measurements, ensuring quantities aligned with approved drawings and specifications.
- Assisted in preparing final account documentation and project close-out statements for completed projects.

KEY ACHIEVEMENTS

- Managed BOQ preparation and material quotations across 2–3 concurrent electrical and fit-out projects simultaneously, consistently meeting submission deadlines for both main contractors and end clients.
- Streamlined the RFQ-to-quotation workflow by standardising data-sheet and BOQ templates, reducing preparation time and improving submission accuracy.
- Successfully sourced and procured materials for multiple live projects, conducting vendor comparisons that contributed to cost savings on project budgets.
- Prepared final account documentation for multiple completed projects in Sri Lanka, supporting timely financial close-out and client sign-off.
- Maintained an accurate and consistent project document register across all active projects, improving traceability of BOQs, purchase orders, and material approvals.

EDUCATION

BSc (Hons) Quantity Surveying

Expected 2026

Liverpool John Moores University (Distance Learning)

Pearson BTEC HND in Quantity Surveying

2019 – 2023

British Centre of Applied Studies, Sri Lanka

G.C.E. Advanced Level – Technology Stream

2017 – 2019

St. Sylvester's College, Kandy, Sri Lanka

TECHNICAL SKILLS

MS Excel (Advanced) | AutoCAD | SAP (Basic) | Adobe Suite | 3Ds Max | MS Office Suite

LANGUAGES

English (Professional) | Sinhala (Native) | Tamil (Proficient) | Hindi (Spoken)

AVAILABILITY

Immediately available for interview and employment | Based in Doha, Qatar | Transferable visa with NOC