

PROFILE

Detail-oriented Assistant Quantity Surveyor with over 5 years of experience assisting in cost management, measurement surveying, and procurement processes within construction projects. Skilled in collaborating with project teams to ensure accurate quantity calculations and budget control.

SKILLS

- Quantity Take-Off and Measurement
- Cost Estimation and Budgeting
- Procurement and Tendering Assistance
- Contract Documentation
- Site Measurement Recording
- Construction Specifications Compliance
- Project Cost Monitoring
- Communication and Teamwork

AWARDS

John Doe

Assistant Quantity Surveyor

WORK EXPERIENCE

Assistant Quantity Surveyor

Summit Construction Services Ltd. | 2020-03 - Present

- Support senior quantity surveyors in measurement and valuation of construction works for residential and commercial projects.
- Prepare bills of quantities and cost estimates to assist in budgeting and financial planning.
- Assist with procurement processes including tender evaluation and supplier communication.
- Maintain accurate site measurement records and documentation for project progress tracking.

Junior Quantity Surveyor


Horizon Building Consultants | 2016-07 - 2020-02

- Conducted site measurements and quantity take-offs under supervision of senior surveyors.
- Assisted in preparing contract documentation and cost reports for client review.
- Collaborated with project teams to monitor costs and identify potential savings opportunities.
- Ensured compliance with construction specifications and contract terms.

EDUCATIONAL HISTORY

**BSc in Quantity Surveying at University
of Civil and Construction Management**

2011-09 - 2015-06

 +1234567890

 johndoe@example.com



**Diploma in Quantity Surveying at
Technical Institute of Surveying**

2009-09 - 2011-06