



MR. TIN HTUN NAING

Quantity Surveyor

Contact

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Address: No.314(B),Anawyahtar Street,
North Okkalapa Township, Yangon

Personal information

Date of Birth : 08.10.1994

Passport No : MF 863201

Nationality : Myanmar

Religion : Buddhist

Marital Status : Single

Availability : Immediately

Expected Salary : BTH 28000 (Nego)

Professional Skills

- ✓ Able to work under pressure
- ✓ Good at time management
- ✓ Interpersonal skill
- ✓ Team player
- ✓ Fast learner & Adaptability
- ✓ Detail oriented
- ✓ Hardworking & Creativity

Languages

- ✓ English 4 Skill (Proficient)
- ✓ Burmese (Native)

Profile

Dependability and experience professional in construction field as **Quantity Surveyor** bringing innovative and challenging environment where my knowledge could be applied, shares and enriched, enabling me to develop personally and professionally which in turn will contributes to the progress of the organization.

Work Experiences

Deputy Project Executive (Str & Archi)

Mar 2023 to May 2023

Mentabuild Limited

Bangkok, Thailand

Project Undertaken: [One Bangkok Project](#)

Duties and Responsibilities,

- ❖ Prepared BOQ, tender document, cost comparison for tender project including source and negotiate price with suppliers and contractors.
- ❖ Prepared and discussing about the necessary tender & contract documents with the client and contractor before awarding the work.
- ❖ Responsible for measuring quantities and taking off from the contractor submission.
- ❖ Prepared & submitted progress claim to clients and update progress claim report monthly.
- ❖ Attended the meeting, conducts site inspection on work progress to ensure quality control.

Quantity Surveyor

Dec 2019 to Aug 2022

Myanmar Modular Konstruction Co., Ltd

Yangon, Myanmar

Project Undertaken: [\(1\) Yangon-Mandalay Railway Improvement Project Phase](#)

[I-CP-101 under Fujita Japan Corporation Co., Ltd](#)

Duties and Responsibilities,

- ❖ Prepared tender work, quantity measurement, costing and estimation for both pre- and post- contract administration.
- ❖ Followed up on bid status after submission of tender and update all relevant parties upon successful bidding of tender.
- ❖ Prepared the progress claim and variation order to the client and taking part in/or fully in-charge in negotiation.
- ❖ Prepared a detail cash flow projection for the project and maintain and update monthly.
- ❖ Liaised with the Project Manager to establish and understand the project specification and requirement.

Academic Background

- ❖ Bachelor Of Science (Zoology)
Dagon University, Yangon,
Myanmar)
- ❖ Diploma in Construction
(Civil, City&Guilds of London
Institute, UK)
- ❖ Advanced Diploma in
Construction (Civil, City&Guilds
of London Institute, UK)
- ❖ Professional Diploma in Quantity
Surveying (Construction),
Lincoln University College)

Other Certificates

- ❖ Certificate in Quantity Surveyor
Course (Singapore Standard Method
of Measurement – SQS Special
Quantity Surveyor Training Center)
- ❖ Certificate in Steel Structure
Estimate Course
- ❖ Certificate in Building Construction
Site Engineering Training Course
(3/2014, Myanmar Engineering
Society)
- ❖ Certificate in AutoCAD
(Intermediate)from Quick Cad
Computer Training Center
- ❖ Certificate in Safety Supervisor
Course from Global Enchanting
Safety & Management Training
Course

Computer Skills

- ✓ AutoCAD Software (2020)
- ✓ Sketch up Software (2018)
- ✓ Primavera P6 Software
- ✓ Advanced Excel
- ✓ Microsoft Office

- ❖ Analyzed the tender price comparison and updating pre & post-tender clarifications submission and pricing.
- ❖ Coordinated and met with other parties as client, main contractor, civil contractor, M&E contractors, and subcontractors to meet project deadlines as permission drawings.

Quantity Surveyor (Contract Type)

Apr 2018 to Oct 2019

KTK Electrical Engineering Co., Ltd

Yangon, Myanmar

Project Undertaken: [Steel Structure Factory Construction](#)

Duties and Responsibilities,

- ❖ Prepared of quantity taking off and bill of quantity (BQ) for the project.
- ❖ Provided cost information and studies on value engineering analysis, post-contract administration and management.
- ❖ Acted as the main technical adviser on a construction site for subcontractors, craftspeople, operatives and reporting progress and other updates back to HOD.
- ❖ Agreed a price for materials and make cost-effective solutions and proposals for the intended project.
- ❖ Reported Contract documentation, valuation of progress payment, variation assessment, and cost control and financial reports to HOD.

Site Engineer

Feb 2015 to Mar 2018

Winner Super Diamond Piling Co., Ltd

Yangon, Myanmar

Project Undertaken: [Six-Storeyed Residential Building & Interior Decoration Project for Commercial Building Project](#)

Duties and Responsibilities,

- ❖ Provided guidance to supervisors in relation to construction works, ensure progress according to the timeline and schedule.
- ❖ Managed the site and parts of construction project and setting out, levelling, and surveying the site.
- ❖ Participated the design documents supplied by the client liaising with the local authority, regulation, and by-laws.
- ❖ Attended the meeting, conducts site inspection on work progress to ensure quality control in accordance to meet authority requirement.
- ❖ Managed the site and parts of construction project and setting out, levelling, and surveying the site and other tasks assigned by Project.

SUMMARY

Looking for a challenging role in a reputed company to utilize about 7 years engineering skills that can contribute to the company's growth as well as enhance my knowledge by exploring new things.

I hereby declare that all above information is true and correct one.

With Best Regards,

Tin Htun Naing (Mr)

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