

# Geethika Yatinuwara

Al Quoz , Dubai, UAE

[gdamayanthi130@gmail.com](mailto:gdamayanthi130@gmail.com)

050 732 9390

Dear Hiring Manager,

I am writing to express my strong interest in the Junior Quantity Surveyor position at your company in Dubai, UAE, as advertised on web sites. With my extensive experience in quantity surveying, strong technical skills, and dedication to cost-effective project management, I am eager to contribute my expertise to your dynamic team.

As an accomplished Quantity Surveyor, I bring over 4 years of industry experience gained in Sri Lanka, where I have successfully managed a variety of projects, including commercial buildings and road construction. My proficiency in project management, contract administration, and cost control has consistently ensured projects are completed on time and within budget.

My key qualifications include:

**Contract Management:** I have a solid grasp of contract forms such as FIDIC and SBD, enabling me to effectively manage contracts, ensure compliance, and mitigate risks.

**Cost Estimation:** I excel in creating accurate rate breakdowns and detailed bills of quantities (BOQs) to facilitate precise project budgeting and cost control.

**Technical Proficiency:** I am highly proficient in industry-specific software, including AutoCAD, MS Project, MS Excel, PlanSwift, and Cost X, which allows me to plan and execute projects efficiently.

**Measurement Methods:** I am well-versed in industry-standard measurement methods like CESMM 3 and SLS 573, ensuring the accuracy of quantity surveying calculations.

**Immediate Availability:** Holding a spouse-sponsored visa, I am ready for immediate deployment to contribute to your projects without the need for sponsorship.

I bring strong negotiation skills, effective communication, and collaboration experience. Enclosed is my resume for more details.

I look forward to discussing how I can contribute to your company success in Dubai. Please contact me at [gdamayanthi130@gmail.com](mailto:gdamayanthi130@gmail.com) or call me at **0507 329 390** to schedule an interview.

Thank you for considering my application.

Sincerely,

Geethika Yatinuwara



# Geethika Yatinuwara

## Junior Quantity Surveyor

✉ [gdamayanthi130@gmail.com](mailto:gdamayanthi130@gmail.com)

☎ 0507 329 390

📍 Al Quoz , Dubai, UAE

🌐 <https://www.linkedin.com/in/geethikayatinuwara/>

📅 27 / 10 / 1995

♀ Female

🇱🇰 Sri Lankan

💍 Married

### SKILLS

- **Contract Management**  
(FIDIC, SBD)
- **Cost Estimation**  
(Rate Breakdowns, BOQ)
- **Measurement Methods**  
(CESMM 3, SLS 573)
- **Contract Administration**  
(SBD Series, BSR)
- **Software Proficiency**  
(AutoCAD, MS Project, MS Excel, PlanSwift, Cost X)
- **Value Engineering**
- **Negotiation Skills**
- **Risk Assessment**
- **Construction Documentation**
- **Communication and Collaboration**

### SUMMARY

Over 4-year experienced Quantity Surveyor in Sri Lanka. Skilled in project management, contract administration, and cost control across commercial building and road projects. Proficient in AutoCAD, MS Project, FIDIC contracts, and measurement methods like CESMM 3 and SLS 573. Strong negotiator, communicator, and ready for immediate deployment with a spouse-sponsored visa in Dubai, UAE.

### PROFESSIONAL EXPERIENCE

**Quantity Surveyor** ————— **Mar 2022 – May 2023**  
*K D A Weerasinghe & Co(Pvt) Ltd, Nugegoda, Sri Lanka*

- Oversaw quantity surveying for the "P Package – Galle, Baddegama Road Project."
- Prepared accurate statements at Completion for multiple projects, ensuring compliance with industry standards.
- Demonstrated efficiency in the timely and productive preparation of Interim Payment Applications, from project quoting to payment settlement.
- Oversaw meticulous preparation and verification of subcontractors' bills, maintaining financial transparency and accuracy.
- Coordinated and assessed monthly physical program reports, contributing to project tracking and performance evaluation.
- Skillfully generated Rate Breakdowns, enabling precise project cost analysis and budget management.
- Produced comprehensive Project Cost Reports, providing valuable insights for informed decision-making and cost control.
- Managed and maintained the Bill of Quantities (BOQ) for projects, ensuring clarity and consistency in project specifications.

**Assistant Quantity Surveyor** ————— **Mar 2020 – Mar 2022**  
*K D A Weerasinghe & Co(Pvt) Ltd, Nugegoda, Sri Lanka*

- Contributed to the "Galle City Centre Building Project – Mahaveediya, Galle"
- Duties included preparing subcontractor bills, conducting material reconciliations, and generating project cost reports.
- Conducted comprehensive cost comparisons and performed site measurements for accurate project assessment.
- Assisted in the preparation of Rate Breakdowns, facilitating precise project cost analysis.
- Supported the team in preparing measurements for Interim Payment Applications, ensuring efficient financial management.

**Trainee Quantity Surveyor** ————— **Oct 2018 - Oct 2019**  
*MAGA Engineering (Pvt) Ltd, Colombo, Sri Lanka*

- Contributed to the "Faculty of Technology Building Project - University of Sri Jayawardhanapura, Pitipana, Homagama."
- Responsibilities included preparing subcontractor bills, conducting site measurements, and performing cost comparisons.
- Assisted in the preparation of measurements for Interim Payment Applications, ensuring efficient financial management.
- Conducted material reconciliations to maintain accurate inventory records.

### EDUCATION

**BSc.(Hons.) Quantity Surveying & Construction** – Now Following  
*De Montfort University, United Kingdom*

**National Diploma in Quantity Surveying** – NVQ Level 5  
*College of Technology, Galle, Sri Lanka*  
Jun 2016 – Jun 2018

**Certificate in AutoCAD 2D & 3D - (House Planning)**  
*Eclipse Education, Galle, Sri Lanka*  
Nov 2022 – Mar 2023



## LANGUAGES

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- English
- Sinhalese



## VISA STATUS

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- Spouse – Sponsored



## REFERENCES

### Mr. Vishva Wattage

MEP Quantity Surveyor

Mirage Leisure and Development, Dubai, UAE.

Mobile: +971 50 463 2976

Email: vishvawattage@gmail.com

### Mr. Isuru Hemsika Kumarasiri

MRICS,MAIQS,CQS,ACI Arb,MSc.(PMC),BSc.(Hons.)QS

Sr. Quantity Surveyor (Chartered QS)

Emaar Projects PJSC, Dubai, UAE.

Mobile: +971 56 688 4621

Email: iannakkage@emaar.ae