

CAROL BITAR

QUANTITY SURVEYOR



Doha , Qatar



55251678



carolbitar1991@gmail.com

ABOUT ME

A highly skilled and dependable engineer with extensive experience in cost estimation for construction projects. Proficient in collaborating with contractors, builders, and architects to develop cost-effective solutions that uphold rigorous quality standards. Adept at 2D CAD (AutoCAD) and Microsoft Office. Eager to contribute my expertise and passion for excellence as a quantity surveyor, fostering a successful team environment.

EDUCATION

Bachelor of Civil Engineering

Tishreen University

2009-2015

Syria _Latakia

PERSONAL DETAILS

Date Of Birth

14-11-1991

Nationality

Syria

WORK EXPERIENCE

G_DESIGN GROUP

Jan 2018 - Dec 2020
Syria, Latakia

Quantity Surveyor

- *Prepare the Comparison Sheet between the subcontract companies.
- *Taking off Quantities as per Design Drawing & shop drawings.
- *Monitoring the cost site resources, inspecting and then valuing completed work.
- *Developing strong relationships with clients and sub-contractors.
- *Identifying and processing the variation from the Engineer's Instructions.
- *Arranging Payments to Suppliers and Contractors.

Aljazeera Medical Center

Nov 2018 - Feb 2021
Qatar, Doha

Admin-Receptionist Supervisor

- *Supervise the professional greeting of clients and visitors, manage room reservations, recruitment, induction and training of receptionists and meeting room co-ordinators, appraisals and performance management of staff, leading, monitoring, motivating and inspiring the team, manage the implementation for any change or upgrade in software systems, monitor budget and produce weekly/monthly reporting.

Kahramas

Mar 2021 - Jun 2023
Qatar, Doha

Quantity Surveyor

- *Responsible for pre and post-contract quantity surveying duties including preparation of cost estimates, procurement and tendering, contract administration, variation, final account, etc.

- *Provide estimate and cost planning, review and participate with the design services team in the development of the cost estimates, providing excellent service delivery to clients, ensuring that client objectives are met through the delivery of an effective cost management service from pre-contract to construction completion, reading topographic maps & calculating levels of excavation and backfilling, asphalt, curbstone, sub-base and compacting stone base.

SKILLS

AutoCAD



Microsoft Office



Creativity



Communication



Problem solving



Time management



LANGUAGES

ENGLISH



ARABIC



FRENCH



Shorooq Tabook for designing

Jan 2021 - Jun
2023 , Al Rayan

Mohamed Bin Hamad Holding

Jul 2023 - Present
Doha - Najma

Administrative Assistant

Administrative Assistant

*Efficiently manage and maintain both written and electronic files, ensuring seamless data entry and organization.

*Facilitate comprehensive administrative functions, including budget oversight, personnel management, and detailed clerical support.

*Conduct in-depth research and information gathering to support decision-making processes.

*Assist in all budget-related activities, contributing to accurate accounting and financial reporting.

*Perform fiscal reviews and surveys, compiling critical information on administrative operations.

*Prepare and safeguard confidential documents and reports with the utmost integrity.

*Accurately document and maintain meeting minutes to ensure transparency and follow-up.

*Expertly coordinate and schedule meetings and conferences, optimizing time and resources.

*Oversee operations related to purchasing, property inventory, and equipment management, ensuring compliance and efficiency.

COURSES

Syria

Jan 2021 - Present

GIS & Survey Course

Qatar

Jan 2020 - Dec 2020

AutoCAD Course 2D & 3D
Drawings