

NICK MA

nick.ma@gmail.com | 9123 2019

PROFILE | Team-spirited, performance-driven engineering professional with 3+ years of expertise in leadership, business and manufacturing industry. Eager to boost efficiency, design products and troubleshoot complicated technical issues with specific skills.

EXPERIENCE | **Quantity Surveyor, RD Contract Int'l Limited**

Jun 2012 - Present

- Provided cost advice and planning to 20+ overseas clients on a range of tasks, including lifecycle costing and cash flow projections
- Managed 15+ consultants' and contractors' performance in costs and contractual aspects, including cost planning, cost control and budgeting
- Monitored the procurement process, including tendering, recommendation and contract award, variation costs, claims and final accounts
- Established logical methodologies for 5 large-scale tender processes, including skilful spreadsheet usage and comprehensive analysis

Quantity Surveyor, UX Construction Group Ltd.

May 2011 - Jun 2012

- Managed pre- and post-contract workflow, including tender analysis and bidding, valuation of variation, cost estimation, etc
- Delivered internal reporting and collaborated closely across other functions such as Property, Finance and 5 other departments
- Reviewed quality, robustness and accuracy of deliverables produced by external parties to improve the reliability of information

QUALIFICATIONS | **School of Continuing and Professional Education, 2008-2011**

Bachelor of Science (Honours) in Quantity Surveying

SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access), Auto CAD

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Intermediate)

AVAILABILITY | One month's notice