



CURRICULUM VITAE
JEMMA HIRANI
BSc(Hons) MRICS

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BRIEF SUMMARY

Jemma is an experienced Quantity Surveyor with a substantial bank of skills and expert knowledge across a range of commercial functions. Jemma's experience has developed across a number of high profile projects in London over the past decade. Jemma has a proven track record in the management of multiple sub-contract packages and has developed considerable expertise in NEC and JCT contracts.

Jemma is an extremely focused and goal driven individual who is passionate about continued professional development and career progression within the construction industry.

COMMERCIAL ROLES

Somerset Consult

- Preparing Adjudication Referral, Response and Reply documents for a number of construction related disputes.
- Assistance with preparing claim documentation, quantum assessments and the Expert Reports.
- Preparing Bills of Quantities and completing drawing measurement take offs.
- Drafting Contract and supporting documentation.
- Fulfilling the Contract Administrator role for high end commercial clients.
- Preparing defects schedules and reviewing costs for high end commercial properties.
- Review of rental and leasehold residential and commercial agreements.
- Attending building and housing disrepair surveys along with the production of the Expert Reports.

Jemma has been involved in a number of contracts, a selection of which includes:

Thames Tideway (NEC3)

- Commercial lead for three major sites on this project amounting to a value of £27 million.
- Assisting the procurement team with the letting and award of sub-contract packages.
- Sub-contract management of numerous packages across all 3 sites.
- Preparing, presenting and agreeing a budget re-forecast with senior management.
- Periodic financial reporting, cost control and monitoring of budgets.
- Presenting of periodic cost reports to senior management.
- Pricing major Client change, following through with discussion, negotiation and implementation.

- Providing assistance to the change recovery team and assessing time impact within quotations to maximise potential financial recovery.
- Identifying and raising trends and monitoring sunk costs against costs yet to be expended.
- Regular review of risks, opportunities and scope for Value Engineering benefit.
- Drafting and raising key correspondence to the Client and Sub-contractors.
- Attendance to weekly site progress meetings and risk reduction meetings.
- Managing and mentoring junior Quantity Surveyors.

Paddington Crossrail Station (NEC3)

- Management of multiple sub-contract packages across a range of trades (Civils, Fit-Out and M&E) up to a value of £65 million.
- Managing the Systemwide Contractors coming through Paddington and the management of the interfaces between the Client and Sub-contractors.
- Managing the framework and common plant Contractors.
- Monitoring of costs and budgets to maximise recovery from the Client and reduces losses.
- Working on and agreeing package related costs with the Client for a revised financial position in line with the budget re-forecast and supplemental agreement to the Main Contract.
- Actively monitoring site progress, reviewing constraints and pursuing change recoverable under the contract.
- Monitoring incoming Project Managers Instructions, correspondence and liaising with site team and Client regarding the same.
- Pursuing and drafting outstanding site instructions from the supply chain and changes to the Works Information.
- Attending Client and Sub-contractor progress and design meetings for change.
- Preparing quotations for recoverable Compensation Events.
- Meeting the Sub-contractors on a regular basis to review, negotiate and agree their account.
- Assessing periodic Sub-contractor applications for payment.
- Prepare periodic project CVR reports for submission and presentation to Senior Management and Board.
- Preparing and submitting final accounts.
- Ensuring contractual correspondence and entitlements are addressed in a timely manner.
- Procurement of sub-contract packages up to £5.5m in value
- Ensure commercial compliance in accordance with Costain procedures.
- Mentoring of and management of assistant, graduate and trainee QS's.
- Advising of all known risks in any project, take steps where necessary to minimise all exposure by utilising Early Warnings and Risk Reduction meetings.

EXPERIENCE OF CONTRACTS

Jemma has extensive experience and knowledge of the following contracts:

- All JCT standard forms (including contracts and sub-contracts).
- All NEC 2, 3 and 4 standard forms (including contracts, sub-contracts, professional services contracts and supply contracts)
- IChemE Red and Yellow Book forms of Contract.

EDUCATION AND PROFESSIONAL MEMBERSHIPS

- Bachelor of Science, Commercial Management and Quantity Surveying, 2:1 honours (BSc Hons).
 - Member of the Royal Institute of Chartered Surveyors since 2006 and following a period of continuous professional development, Jemma has achieved MRICS status in November 2013.
 - Jemma is currently working to becoming an Assessor for the RICS Panel and FRICS.
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CAREER SUMMARY

June 2018 to Present	Somerset Consult – Consultant
September 2016 – May 2018	Costain – Managing Quantity Surveyor
August 2012 – August 2016	Costain – Project Quantity Surveyor
September 2010 – July 2012	Costain – Quantity Surveyor
September 2008 – August 2009	Costain – Industrial placement Quantity Surveyor

OTHER INFORMATION

- Excellent computer skills - Microsoft Word, Excel and Power Point and other databases such as Enterprise 1, ASITE, EB and Aconex.
 - Fluent in Gujrati with a basic understanding and capability to speak Spanish.
 - Registered as a STEM (Science, Technology, Engineering and Maths) ambassador in December 2012.
 - Qualified on site First Aider.
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REFERENCES

These can be provided on request.
