

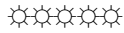
Lee Ka Man, Carmen

Assistant Manager

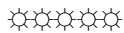
Flat 1105, Sin Yat House, Yat Tung Estate, Tung Chung, New Territories
imlkmcarmen@gmail.com | (+852) 9781 4487

Skills

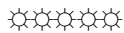
Financial Analysis Skills



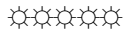
Interpersonal Communication Skills



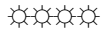
Time Management Skills



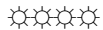
Problem Solving Skills



Multitasking Skills



Microsoft Office

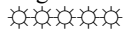


AutoCAD

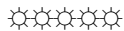


Languages

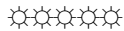
English



Mandarin



Cantonese



Profile

I am a performance-driven and self-motivated person with working experience of 9 years in quantity surveying profession. I have been working in both pre-contract and post-contract services including preparing cost estimates for feasibility studies, preparing and reviewing cost studies and cost plans, participating in procurement process, assessing payments, valuing variation and ascertaining claims for residential development and A&A projects in Hong Kong and comprehensive development project in Mainland China. I am independent, responsible and conscientious about work. I can also work efficiently by multi-tasking in daily routines and able to work under pressure.

Employment History

Assistant Manager, CITIC Pacific Limited

August 2019 – Present

Projects Residential Development

- Involved:
- Proposed Residential Re-development at I.L.9076, 135 Tai Hang Road, Tai Hang, Hong Kong
 - Proposed Residential Development at STTL 605 Lok Wo Sha Lane at Ma On Shan, Shatin

Office / Commercial Development

- Redevelopment of Office / Commercial Building, 3 Sham Mong Road, Kowloon

Addition, Alternation and Renovation Works

- Common Area A&A and Renovation Works at CITIC Tower, 1 Tim Mei Avenue, Central
- Proposed Alterations and Addition Works for Wyler Centre I at 202-210 Tai Lin Pai Road, Kwai Chung, New Territories, Hong Kong
- Office Toilet Renovation at CITIC Tower, 1 Tim Mei Avenue, Central

Employment History (Cont'd)

Quantity Surveyor, Beria Consultants Limited

March 2018 – August 2019

Projects Residential Development

- Involved:
- 992-998 King's Road and 2-16 Mount Parker Road, North Point, Hong Kong, I.L. 7372, 7756 & Ext., I.L. 7743, I.L. 7856
[Client : Agile Property Holdings Limited]

Addition, Alternation and Renovation Works

- Alteration and Addition Works for 6/F and 7/F (Existing Roof) at the Bank of China (Hong Kong) Complex
[Client : City University of Hong Kong]
- New Extension at Cheung Sha Substation on Lantau Island Lot No. 243
[Client : CLP Power Hong Kong Limited]
- CLP Head Office Extension at No.8, Laguna Verde Avenue, Hung Hom, Kowloon
[Client : CLP Power Hong Kong Limited]

Assistant Quantity Surveyor – Senior Quantity Surveyor, Arcadis Hong Kong Limited (formerly known as Langdon & Seah Hong Kong Limited)

July 2013 – March 2018

Projects Comprehensive Development

- Involved:
- Chengdu ICC
[Client : Sun Hung Kai Properties Limited]

Residential Development

- 99 So Kwun Wat Road, Tuen Mun, New Territories (Le Pont)
[Client : Vanke Property (Hong Kong) Company Limited]
- 77, 79 & 79A Peak Road
[Client : Wheelock Properties (Hong Kong) Limited]

Addition, Alternation and Renovation Works

- Refurbishment Works to Flat Units in Tower 3,5,6,7,8,9, No. 8 Hoi Fai Road (The Long Beach)
[Client : Hung Lung Properties Limited]
- Addition and Alteration Works to St. Paul's College
[Client : St. Paul's College]

Education

Mediation Training (HKMAAL Approved Mediation Training Course of 40 Hours), The Hong Kong Polytechnic University

March 2022 – March 2022

4-Day Construction Adjudicators Accreditation Training , Hong Kong Institute of Construction Adjudicators

December 2021 – January 2022

- Pass

Master of Construction Law and Dispute Resolution, The Hong Kong Polytechnic University

September 2020 – April 2022

- Awardee of Entry Scholarship for the Postgraduate Scheme in Construction and Environment 2020/2021
- Awardee of Arcadis Scholarship 2020/2021

Bachelor of Engineering (Honours) in Construction Engineering and Management, City University of Hong Kong

September 2010 – July 2013

- 1st class honours

Qualification

- Member of Hong Kong Institute of Construction Adjudicators (MHKICAdj)
- Registered Professional Surveyors (RPS(QS))
- Member of The Hong Kong Institute of Surveyors (MHKIS)
- Member of Royal Institution of Chartered Surveyors (MRICS)