

**REPORT ON PROFESSIONAL EXPERIENCE
AS A QUANTITY SURVEYOR**

PREPARED

BY

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SUBMITTED

TO

THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR MEMBERSHIP INTO THE INSTITUTE

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INTRODUCTION

This report details my eighteen (18) years of professional experience in the construction industry, submitted in fulfillment of the requirements for Corporate Membership in the Nigerian Institute of Quantity Surveyors (NIQS) through the Mature Route.

I am a driven and analytical qualified Quantity surveyor with practical years of experience in delivering astute cost control, contracts administrations, estimating, and cost managements within the built industry. Throughout my career, I have held diverse roles including Builder, Quantity Surveyor, Cost Engineer, and Project Manager. My responsibilities have encompassed critical functions such as construction cost planning, scheduling, and cost control, where I consistently ensured the successful and excellent delivery of projects.

With a proven tracks records in both public and private sectors projects, I bring a keen analytical and comprehensive approach to efficient project and cost management. My comprehensive skills set in complemented by the ability to work seamlessly in a demanding environment. I am dedicated to applying my knowledge and experience to contribute affectively towards achieving organizational goals and objectives. I am a self-motivated professional dedicated to exceeding objectives through effective team leadership and robust problem-solving. In all engagements, my work has been guided by the strict professional ethics of the Quantity Surveying practice, ensuring integrity and excellence in every task undertaken.

PROFESSIONAL EXPERIENCE

CORE VALUES/SKILLS

Tender Management & Documentation

- |— Estimations & Evaluations
- |— Quantities Takeoff
- |— Contracts Preparation
- |— Claims & Disputes Management
- └— Feasibility Studies



Subcontractor & Procurement

- |— Subcontractor Management
- |— Bills of Quantities (BOQ)
- |— Procurement & Vendor Management
- └— Negotiation Skills



Core Professional Skills

- |— Communication Skills
- |— Analytical Skills
- └— Attention to Detail

EDUCATION HISTORY

INSTITUTIONS ATTENDED WITH DATES

NAME OF SCHOOL	DATES
The Polytechnic Ibadan	2006 – 2008

QUALIFICATION OBTAINED WITH DATES

QUALIFICATION	DATE
Higher National Diploma (HND, QS)	2008

PERSONAL QUALITY AND SKILLS:

- i. Proficient use in Microsoft Word, Access, Excel, Power Point
- ii. Proficient User of AutoCAD,
- iii. Intermediate Level User of MS Project
- iv. Ability to work with little or no supervision (under pressure).
- v. Interpersonal skills with an excellent teamwork spirit.
- vi. Ability to manage multiple tasks concurrent
- vii. Good human relationship
- viii. Highly creative, self-motivated and confidently contributing in decision making.
- ix. Excellent communication and supervisory skills
- x. Excellent analytical and quantitative skills

WORK EXPERIENCE WITH DATES

S/NO	PLACE OF WORK	POSITION	PERIOD
1	SKYLINE BUILDERS LTD, LAGOS	COST MANAGER	AUGUST 2020 TILL DATE
2	BENCHMARK PROJECTS LTD	HEAD BID & ESTIMATING	APRIL 2010 - SEPT 2020
3	CAMBIAL LIMITED ABUJA	QUANTITY SURVEYOR	2008 - 2010

AREA OF EXPERTISE	
S/NO	ITEMS
1	PROJECT MANAGEMENT
2	TEAM WORKING/LEADERSHIP
3	CHANGE MANAGEMENT PROCESSES
4	BUILDING CONSTRUCTION
5	PROJECT CONTROL
6	PROCUREMENT MANAGEMENT
7	NEGOTIATING/NETWORKING
8	CONTRACT ADMINISTRATION
9	COST MANAGEMENT

CORE AREA OF SPECIALITY	
S/NO	ITEMS
1	SUPERVISE MEASUREMENT OF QUANTITIES FOR CONSTRUCTION, AND ENGINEERING WORKS (BUILDINGS, ROADS AND BRIDGES)
2	OVERSEE THE PREPARATION OF PRE- TENDER DOCUMENTS (INCLUDING BOQ) FOR BUILDING AND CIVIL ENGINEERING WORKS
3	IN CHARGE OF MONITORING AND TOTAL COST CONTROL
4	COST PLANNING AND BUDGETING
5	COST AND RATE ANALYSIS
6	OVERSEE THE PROCESS OF TENDER ANALYSIS
7	OVERSEE THE PREPARATION OF VALUATIONS / FINAL ACCOUNT
8	RISK MANAGEMENT

NAME OF ORGANIZATION: SKYLINE BUILDERS LTD

POSITION: COST MANAGER

LOCATION: LAGOS

DURATION: AUGUST 2020- PRESENT

BRIEF OUTLINE: Skyline Builders limited, is an indigenous construction company set to deliver world class results with the applications of global best practice. As well as a culture of continuous improvements.

KEY RESPONSIBILITIES:

1. Prepare accurate cost estimate for construction projects based on architectural and engineering drawings, specifications, and other relevant information
2. Analyze and evaluate cost related to materials, labor and equipment
3. Develop and manage projects budgets, ensuring that cost is controlled and kept within the approved budgets
4. Monitor and report on budget variances
5. Assists in the tendering process by preparing tender documents, analyzing bids, and making recommendation to the client
6. Participate in negotiation with contractors and suppliers
7. Administer contracts, including the preparation of contract documents / drafting, variation and claims
8. Monitor compliance with contracts terms and conditions
9. Perform Quantity takeoffs from drawing and specification to estimate the amount of material required for a project
10. Calculate quantity for variations, and valuation.
11. Identify and assess potential risk related to cost, and contracts

COST MANAGER ROLE ACROSS THE PROJECT LIFECYCLE

Feasibility Stage

- |— Conduct cost estimations & forecasting
- |— Perform feasibility studies (financial viability)
- └— Advise on budget limits



Design & Tender Stage

- |— Prepare detailed cost plans
- |— Support tender documentation & bid evaluations
- |— Assist in procurement strategy
- └— Ensure contracts include clear financial terms



Construction Stage

- |— Monitor project costs vs. budget
- |— Manage subcontractor payments & valuations
- |— Handle claims & disputes (financial perspective)
- └— Apply value engineering for cost efficiency



Completion & Post-Construction

- |— Final account preparation & settlement
- |— Lifecycle costing (maintenance & operation)
- └— Provide financial reporting to stakeholders

Below are Titles of Some of the Projects Executed

- Construction of first villa in AV-D 44 Eko Atlantic V.I Lagos
- Construction of 7 suspended floors in AV-D 103 Eko Atlantic V.I Lagos.
- Residential Development in Banana Island Lagos at N4 Ogun Street

- Residential Development with rib floor slab (5- suspended floor) at T7 Street in banana island
- Casamabela in banana island (residential)
- Construction of LKK1 road 4.20km at end of monastery road sangotedo for DLR data Centre
- Construction of Cable land station and other ancillary structure for DLR Data Centre at Mopo onibeju sangotedo e.t.c
- Construction of Montana 5 Star lounge with basement at Olalere Solomon at Bodija Estate, Ibadan

NAME OF ORGANIZATION: BENCHMARK PROJECTS LTD

POSITION: HEAD BID & ESTIMATING

LOCATION: LAGOS

DURATION: APRIL 2010 – SEPT 2020

BRIEF OUTLINE: Working for a construction outfit providing a full range of comprehensive design and built service for Residential services, Commercials and acting as the as an active member of the large project team. Managing all project communications and assisting in drafting and reviewing of key documentations.

KEY RESPONSIBILITIES

- Maintained and implement construction budget for each project.
- Managing tenders and all related documentations.
- Reviewing all contracts and providing advice on all contractual matters.
- Checked and signed filled log books for site manager's weekly.
- Negotiating price of contracts with sub-contractors, suppliers and research raw materials for designto save cost.
- Attended to and manage the stores assigned for materials.
- Preparing monthly budget for all site workers from site requisition.

- Monitored the quality of service provided on site in accordance with the design and materials.
- Produce materials and labor schedule required.
- Carrying out physical site measurements on work done onsite.
- Producing labor and materials requires

WORKFLOW AS HEAD BID AND ESTIMATING

Client Requirements



Head of Bid & Estimating

- ├— Reviews project scope & requirements
- ├— Defines bid strategy & cost framework
- └— Coordinates across departments



Design Team

- ├— Provides technical drawings & specifications
- └— Supports design-related cost inputs



Procurement Team

- ├— Sources supplier & subcontractor quotes
- └— Ensures competitive pricing & compliance



Finance Team

- ├— Validates cost estimates & budgets
- └— Reviews financial risks & profitability



Project Management Team

- ├— Confirms resource planning & timelines
- └— Aligns bid with execution feasibility



Final Bid Submission

- ├— Consolidated proposal prepared
- ├— Reviewed & approved by leadership
- └— Submitted to client

Below are Titles of Some of the Projects Executed

- Construction of Ultima Studio Lekki Lagos
- Construction of Residential Apartment in Pearl Garden Sangotedo Lagos
- Construction of Residential Development in Banana Island Ikoyi Lagos
- Construction of Residential Development at Chevy View Estate Chevron Lagos
- Construction of Residential Development at Peacock Estate Lagos Revamping of Admin Building at Oando Base Station Agip Portharcourt
- Rehabilitation of Ollo Well 3 Location In Ahaoda Portharcourt Construction of Hospital Cottage for Aradel Refinery in Ogbelle Ahaoda, Portharcourt, Rivers State.
- Revamping of Residential Buildings at Oando Gas Plant in Ogboinbri Bayelsa State
- Construction of Rig Camp in Ogbelle, River tate
- Construction of Terrace Building at Buordilon Ikoyi Lagos e.t.c

NAME OF ORGANIZATION: CAMBIAL LIMITED

POSITION: QUANTITY SURVEYOR

LOCATION: KM 6 KUJE ABUJA

DURATION: 2008 – 2010

BRIEF OUTLINE: Working for a real estate developer in Abuja. Responsible for Construction of apartment building and sells after completion

KEY RESPONSIBILITIES

- Assisted in the provision of weekly report on work done.
- Helped to produce schedule of materials and labour
- Assisted in supervision of sub-contractor work
- Monitored and supplied materials needed for sub-contractor
Project support Carried out procurement and risk management
Maintained supplier's information and manage material inventories
- Assisted in the negotiation of pricing contract with subcontractors and suppliers
- Produce valuation for sub-contractors
- Procurements and value engineering

PROJECT EXECUTED

- 120 Units of 4-Bedroom Duplex used as Custom Barrack in Kuje, Abuja

QUANTITY SURVEYOR WORKFLOW IN REAL ESTATE FIRM

[Pre-Contract Stage]

↓
Feasibility Studies → Cost Planning → BOQ Preparation → Procurement Advice

[Tendering & Contract Award]

↓
Tender Evaluation → Negotiation → Contract Drafting & Signing

[Post-Contract Stage]

↓
Cost Control → Valuations & Interim Payments → Change Management → Risk Management

[Project Closeout]

↓
Final Account Preparation → Financial Reporting → Post-Project Review

1. Pre-Contract Stage

- Feasibility Studies: Assess project viability by preparing preliminary cost estimates.
- Cost Planning: Develop detailed budgets based on design concepts, materials, and labor.
- Tender Documentation: Prepare Bills of Quantities (BOQ) and tender packages for contractors.
- Procurement Advice: Recommend procurement routes (traditional, design-build, etc.) to optimize cost and time.

2. Tendering & Contract Award

- Tender Evaluation: Analyze contractor bids for accuracy and competitiveness.
- Negotiation: Assist in negotiating contract terms and pricing.
- Contract Preparation: Draft and finalize contracts ensuring compliance with legal and financial standards.

3. Post-Contract Stage

- Cost Control: Monitor ongoing expenses against budget, track variations, and approve payments.
- Valuations & Interim Payments: Certify contractor payments based on work progress.
- Change Management: Assess financial impact of design changes or unforeseen site conditions.
- Risk Management: Identify and mitigate financial risks throughout construction.

4. Project Closeout

- Final Account Preparation: Reconcile all costs, variations, and claims to produce a final account.
- Financial Reporting: Provide stakeholders with a detailed breakdown of actual vs. estimated costs.
- Post-Project Review: Evaluate cost performance and lessons learned for future projects.

ROLES PERFORMED IN DIFFERENT TYPES OF PROJECTS

INDUSTRIAL PROJECTS		
S/NO	TITLES	PERIOD
1	Construction of LKK1 Road 4.20km at End of Monastery Road Sangotedo For DLR Data Centre	2020 TILL DATE
2	Construction of Cable Land Station and other Ancillary Structure For DLR Data Centre at Mopo Onibeju Sangotedo E.T.C	

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN INDUSTRIAL PROJECTS

- **Cost Estimation and Planning:**
 - Accurately estimating project costs, including materials, labor, and equipment.
 - Developing cost plans and budgets for the project.
 - Conducting feasibility studies to assess project viability.
- **Tender and Contract Management:**
 - Preparing tender documents, including bills of quantities and specifications.
 - Evaluating tenders and recommending contractors.
 - Negotiating contracts and managing contractual issues.
- **Cost Control and Management:**

- Monitoring project expenses and identifying potential cost overruns.
- Implementing cost-saving measures and value engineering.
- Managing change orders and variations.
- **Procurement:**
 - Overseeing the procurement of materials and equipment.
 - Ensuring that materials meet quality standards and specifications.
- **Risk Management:**
 - Identifying and assessing potential risks, both financial and commercial.
 - Developing risk management strategies and mitigating potential issues.
- **Project Monitoring and Reporting:**
 - Tracking project progress and costs against the budget.
 - Preparing regular reports on project status and financial performance.
- **Contract Administration:**
 - Ensuring that contracts are executed according to their terms and conditions.
 - Managing payments to contractors and subcontractors.
 - Resolving disputes and claims.

- **Post-construction phase:**
 - **Finalizing accounts**
 - **Preparing documentation for tax reporting**
 - **Resolving disputes**
 - **Submitting insurance claims**
 - **Auditing project finances**

RESIDENTIAL PROJECTS		
S/NO	TITLES	PERIOD
1	Residential Development in Banana Island Lagos at N4 Ogun Street	2020 TILL DATE
2	Residential Development with Rib Floor Slab (5- Suspended Floor) at T7 Street in Banana Island	
3	Casamabela in Banana Island (Residential)	

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN RESIDENTIAL PROJECTS

- **Cost Estimation and Planning:**
 - Accurately estimating project costs, including materials, labor, and equipment.

- Developing a comprehensive budget framework for the project.
- Conducting feasibility studies to assess the financial viability of proposed projects.
- **Contract Management:**
 - Preparing tender documents and contracts, including bills of quantities.
 - Negotiating contracts and schedules with contractors and subcontractors.
 - Overseeing and valuing subcontractors' work for payments.
- **Cost Control and Monitoring:**
 - Monitoring project spending and identifying potential cost overruns.
 - Implementing cost control measures to ensure the project stays within budget.
 - Analyzing repair/maintenance costs and providing advice on value engineering.
- **Risk Management:**
 - Identifying and assessing potential financial risks, such as unexpected site conditions or price escalations.
 - Developing strategies to mitigate these risks.
- **Procurement:**
 - Managing the procurement of materials and equipment.

- Ensuring that materials are sourced competitively and on time.
- **Project Management:**
 - Liaising with all project stakeholders to keep the project on track.
 - Providing budget and progress reports to the client.
 - Advising on claims, disputes, and any contractual issues.
- **Ensuring Compliance:**
 - Ensuring that the project complies with relevant regulations and quality standards.
 - Making sure that structures meet legal and quality standards.

RECOMMENDATIONS DUE TO CHALLENGES FACED OVERTIME

The role of a Quantity Surveyor (QS) in construction projects is both demanding and indispensable. While challenges such as budget overruns, contractual disputes, design variations, regulatory compliance, time constraints, and stakeholder expectations are common, they can be effectively managed through proactive strategies and professional best practices. The following recommendations provide a structured approach to overcoming these obstacles and ensuring successful project delivery.

Strengthen Cost Planning and Control

Accurate cost planning at the pre-contract stage is essential to minimize budget overruns. Qs should adopt advanced cost estimation techniques, supported by reliable market data and benchmarking. During construction, continuous monitoring of expenditures against the budget helps identify potential deviations early. Implementing cost control software and digital dashboards can provide real-time insights, enabling timely corrective actions.

Enhance Stakeholder Communication

Many disputes and misunderstandings arise from poor communication. Qs should establish clear channels of communication between clients, contractors, and consultants. Regular progress meetings, transparent reporting, and collaborative platforms ensure that all parties remain aligned. By fostering trust and openness, Qs can reduce conflicts and improve stakeholder satisfaction.

Embrace Digital Tools and Technology

The construction industry is increasingly adopting Building Information Modeling (BIM), cost management software, and digital procurement systems. Qs who leverage these tools can improve accuracy in quantity take-offs, streamline tender evaluations, and enhance project forecasting. Digital solutions also reduce manual errors and save time, allowing Qs to focus on strategic decision-making.

Ensure Contract Clarity and Risk Management

Contractual disputes often stem from ambiguous terms or poorly defined responsibilities. Qs should work closely with legal teams to draft clear, comprehensive contracts that anticipate potential risks. Including well-defined clauses on variations, payment schedules, and dispute resolution mechanisms can prevent costly disagreements. Additionally, proactive risk assessments should be conducted throughout the project to identify and mitigate financial and operational risks.

Maintain Regulatory Awareness and Compliance

Construction laws, safety standards, and environmental regulations are constantly evolving. Qs must stay updated on relevant legislation to ensure compliance and avoid penalties. Attending professional workshops, engaging with industry associations, and maintaining certifications are effective ways to remain informed.

Compliance not only protects the project legally but also enhances its reputation.

Manage Time Effectively

Time pressures are inevitable in construction projects. Qs should adopt efficient work scheduling techniques, prioritize critical tasks, and delegate responsibilities where appropriate. Using project management tools can help track deadlines and allocate resources effectively. By balancing speed with accuracy, Qs can deliver timely reports without compromising quality.

Balance Stakeholder Expectations

Clients often demand cost savings, while contractors seek profitability. Qs must act as impartial advisors, balancing these interests through fair valuations and transparent reporting. By presenting realistic cost forecasts and explaining the financial implications of design changes, Qs can manage expectations and maintain harmony among stakeholders.

CONCLUSION

By implementing these recommendations, Quantity Surveyors can mitigate the challenges of budget overruns, disputes, design changes, regulatory compliance, time pressures, and stakeholder demands. These strategies reinforce financial discipline, enhance transparency, and ensure efficient project delivery, ultimately contributing to the successful completion of construction projects within budget and schedule.

My role as a cost expert was pivotal in ensuring the financial efficiency and accountability in the construction industry. By applying rigorous cost planning, monitoring, and control techniques, I was able to align project expenditures with budgetary expectations while mitigating risks associated with design changes, market fluctuations, and contractual variations.

My contributions supported informed decision-making, safeguarded stakeholder investments, and enhanced transparency throughout any given project lifecycle. Ultimately, the integration of cost expertise not only optimized resource utilization but also reinforced the project's overall success, delivering value within the agreed financial and time parameters.

BELOW ARE PICTURES OF SOME PROJECTS I WAS INVOLVED IN UNDER THE REVIEWED PERIOD: