

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

PREPARED

BY

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SUBMITTED

TO

NIGERIAN INSTITUTE OF QUANTITY SURVEYORS

IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR MEMBERSHIP INTO THE INSTITUTE

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INTRODUCTION

This Report is written basically through the professional experience I had and this enable me to apply for the upgrading to a corporate Member of the Nigerian Institute of Quantity Surveyors (NIQS). My report comprises the work done since my graduation in higher institution up to date which prompts me to apply as a Corporate Member of the great and noble Institution through the Mature Route Interview application.

The activities for the report comprise both completed and on-going project, and also include; Project coordinating, Civil Supervision, Costing, Measurement, Taking-off, Bill of Quantities, Building of Rates, Negotiation skills, Creation and Maintenance cost methodology, claim expertise, project management, and facility management

I prepared this report as a Quantity surveyor with the practical/professional experience I have acquired for the past eleven years in this noble profession as I look forward to being admitted into the corporate membership cadre and be allowed to practice as a Registered Quantity Surveyor of the Nigerian Institute of Quantity Surveyors (NIQS).

PROFESSIONAL EXPERIENCE

To work in an establishment that maintains high professionalism, discipline and encourage further career advancement and an opportunity to contribute to the overall growth of the organization.

To impact on people's lives and contributing the best of my ability to achieve the organizational goal and maintaining the highest standard of discipline in my profession

To pursue and build an enviable career in a multidimensional industry through hard work, excellent performance and honesty, without compromising service or quality. I am result driven with a knack for building construction, seeking challenging opportunities to contribute in a team effectively in managing and minimizing project cost and enhancing value for money; while still achieving the specified standard of quality with budget and on schedule.

My experience as a Quantity Surveyor has reached well over seventeen (17) years, starting prior the year of National Youth Service Corps (NYSC) as a Quantity Surveyor with the Quantity Surveying Department of Osun State Ministry of Works and Transport, Nigeria.

During these years of exposure to professional practice, I have served with several firms or establishments, ranging from private construction companies to Quantity Surveying consultancy firms.

EDUCATION HISTORY

SAINT PATRICK’S COLLEGE ASABA..... 1990-1995

FEDERAL POLYTECHNIC NEKEDE, OWERRI IMO STATE.....2000-2002

FEDERAL POLYTECHNIC NEKEDE, OWERRI IMO STATE.2005-2006

S/NO	CERTIFICATES OBTAINED	YEAR
1	Higher National Diploma (HND, Quantity Surveying)	2006
2	Ordinary National Diploma (OND, Quantity Surveying)	2002
3	Senior Secondary School Certificate (SSCE: WAEC)	1998
4	Senior Secondary School Certificate (SSCE: NABTEB)	2014
5	Nigerian Institute of Management (Proficiency, Management)	2008

PERSONAL QUALITY AND SKILLS:

- i. Proficient 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; oral and written
- x. Excellent analytical and quantitative skills

WORK EXPERIENCE

WORK PLACE	POSITION	DATES
Ministry of Housing, Asaba, Delta State	Industrial Training	2002 - 2003
Independent National Electoral Commission (INEC)	Domestic observer	2003
National Identity Management Commission, Asaba	Adhoc-Staff, National Civic Registration	2003 - 2004
Office of the Governor, Akure, Ondo State (Project and Price Monitoring Unit)	National Youth Service Corp	2007 - 2008
Nestle Nig. Plc, Sondage Onitsha, Awka, Nkpor, Nnewi, Asaba	(Market Research on Maggi and its competitors)	2009 - 2010
FB Realtors Nigerian Limited	Head of Survey and Real Estate Trader	2011 - 2012
Trustfund Pensions Ltd., Asaba Business Office Branch.	Business Executive	2013 - 2018
Trustfund Pensions Ltd Akure Business Office Branch.	Business Executive	2018 - 2020
Ministry of Housing, Asaba, Delta State	Quantity Surveyor	2020 till date

VOLUNTARY ASSOCIATION

TITLE	ORGANIZER/ DATE
Building Committee (Member, 2007 -2008	Federal Road Safety Club (N.Y.S.C) Cadet
Secretary Confederation of Society of St. Vincent (2009-2018	Member centre for women studies and Intervention (CWSI) Abuja, Human right Club Asaba group. Asaba.

TRAININGS ATTENDED EXPERIENCE

TITLE OF WORKSHOPS	PERIOD
Customer Relationship Management by Deefrat Consulting.	May 2014
Pension Administration, Investment Management and Benefit Administration by Retirement Benefit Advisory	August 2014
Business Presentation and Communication Skills for Officers by Deefrat Consulting.	20-21 August 2015
Communication and Negotiation Skills by Retirement Benefit Advisory.	January 2015
Pensions Management, Business Administration and Compliance Matters by Trust Fund Academy	November, 2016.
Acculturation, 21st Century Marketing customer Service Etiquette, Pension Reform Act 2014, NSITF Services and Stress Management by Trustfund Academy.	August 2017

E-LEARNING CERTIFICATES OBTAINED FROM WEALTHSTREAM CONSULTING.

S/NO	TITLE OF CERTIFICATE
1	OUTLOOK 2010 ADVANCED-Advanced Information Management Tools.
2	Business Ethics for the Office
3	Marketing and Sales.
4	Business Etiquette: Gaining the Extra Edge.
5	Communication Strategies.
6	Customer Service Training: Critical Elements of Customer Service.
7	Dynamite Sales Presentations
8	Knowledge Management
9	Building Relationships for Success in Sales.
10	Budgets and Managing Money.
11	Employee Accountability
12	CRM: An Introduction to Customer Relationship Management
13	Body Language: Reading Body Language as a Sales Tool.
14	Basic Business Management.
15	Crisis Management.
16	Conducting Effective Performance Reviews
17	Managing Pressure and Maintaining Balance
18	Building Your Self Esteem and Assertiveness Skills.
19	Strategic Planning
20	Excel 2010 Intermediate.
21	Sales Training: Building Relationships for Success in Sales
22	Business Ethics for The Office.

NAME OF ORGANIZATION: Ministry of Housing.

LOCATION: Asaba, Delta State

POSITION: Quantity Surveyor

DURATION: 2020 Till Date

Activities carried out:

- i. Preparation of Bill of Quantities
- ii. Preparation of Progress Report of On-going Projects
- iii. Part of Supervision Team of On-going Projects
- iv. Project inspection and documentation
- v. Preparation of materials and labour schedules for various projects
- vi. Taking Site Measurements, and Monitoring of progress of Work on Site.
- vii. I also conducted market survey as required of me for labour and materials to help us be at par with current rate.
- viii. Scheduling and Planning of Job activities
- ix. Recommending Equipment and manpower requirement for specific job task and the duration
- x. Ordering of various Materials for job.
- xi. Obtaining/negotiating Subcontract jobs.
- xii. Monitoring actual cost against budgeted and putting mitigation plan were necessary.
- xiii. Valuing Variations
- xiv. Preparing Monthly Invoice together with the Project Manager.
- xv. Monitoring of Plants Haring.
- xvi. Advice on Contractual matters
- xvii. Quality Control

CORE AREA OF SPECIALITY	
S/NO	ITEMS
1	MEASUREMENT OF QUANTITIES FOR CONSTRUCTION, RENOVATION AND ENGINEERING WORKS (BUILDINGS, ROADS AND BRIDGES)
2	PREPARING OF PRE- TENDER DOCUMENTS (INCLUDING BOQ) FOR BOTH BUILDING AND CIVIL ENGINEERING WORKS
3	MONITORING AND CONTROL (BOTH COST AND MATERIALS)
4	COST PLANNING AND BUDGETING
5	COST AND RATE ANALYSIS
6	TENDER ANALYSIS
7	VALUATIONS / FINAL ACCOUNT
8	CLAIMS
9	PREPARING OF DAILY AND PROGRESSIVE REPORTS
10	RISK MANAGEMENT

ROLES PERFORMED IN DIFFERENT TYPES OF PROJECTS

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

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.

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN HEALTH PROJECTS

- **Consultation and Feasibility Studies:** Liaise with clients to understand their needs and conduct feasibility studies to assess the project's viability and cost.
- **Cost Estimation and Budgeting:** Accurately estimate project costs, including materials, labor, and equipment, and develop a detailed budget with cash flow projections.
- **Tendering and Procurement:** Prepare tender documents, manage the tendering process, and advise on contractor selection, ensuring the best value for the client.
- **Risk Assessment:** Identify and assess potential risks, including commercial and financial risks, and develop mitigation strategies.
- **Value Engineering:** Identify opportunities for cost savings and value improvements without compromising quality or functionality.
- **Compliance Analysis:** Ensure the project plan adheres to relevant regulations like environmental guidelines, health and safety laws, and building codes.
- **Cost Control and Monitoring:** Continuously monitor project costs, track variations, and implement cost-control measures to ensure the project stays within budget.
- **Contract Management:** Manage contracts, including variations, extensions of time, and claims, ensuring all parties adhere to their obligations.

- **Valuation of Work:** Regularly value completed work to ensure accurate and timely payments to contractors and subcontractors.
- **Financial Reporting:** Prepare regular financial reports, including budget vs. actual reports, to keep stakeholders informed of the project's financial performance.
- **Site Visits:** Conduct regular site visits to monitor progress, identify potential problems, and ensure adherence to the budget and schedule.
- **Health and Safety:** Quantity surveyors play a role in ensuring that adequate funds are allocated for health and safety management on the construction site.
- **Collaboration:** Work closely with architects, engineers, project managers, and other stakeholders to ensure the project's successful delivery.

DETAILED BREAKDOWN OF MY RESPONSIBILITIES IN EDUCATIONAL PROJECTS

1. Cost Planning and Management:

- Feasibility Studies: I conduct feasibility studies to assess the viability of proposed projects, considering cost, time, and resources.
- Cost Estimation: I tried to give accurate estimate project costs, including materials, labor, and equipment, providing a realistic budget for the client.
- Budget Management: I monitored project expenditures, identify potential cost overruns, and propose cost-saving measures.
- Value Engineering: I analyzed project designs and processes to identify opportunities for improving value without increasing costs.

2. Contract Management:

- Tender Preparation: I prepared tender documents, including bills of quantities, to ensure fair and transparent competition among contractors.
- Contract Negotiation: I was part of the team that negotiated contracts with contractors, ensuring that all parties understand their obligations and responsibilities.
- Variation Management: I managed variations or changes to the project scope, ensuring that they are properly valued and accounted for.
- Payment Management: I oversee and value completed work, ensuring that contractors are paid accurately and on time.

3. Project Monitoring and Reporting:

- Progress Reporting: I provided regular reports on project progress, highlighting any issues or potential problems that may arise.
- Cost Control: I was in the team that continuously monitor project costs and ensure that the project remains within budget.
- Dispute Resolution: I assist in resolving disputes that may arise during the project, ensuring that all parties are treated fairly.
- Final Account: I prepared the final account for the project, ensuring that all payments are reconciled and that the project is closed out properly.

4. Other Key Responsibilities:

- Liaising with Stakeholders: I worked closely with clients, architects, engineers, and contractors to ensure that the project is delivered successfully.
- Ensuring Compliance: I endeavored to ensure that the project complies with all relevant regulations and standards.
- Sustainability: I increasingly involved in assessing the sustainability of projects and ensuring that they are environmentally friendly.

CONCLUSION

Over the given years of practice as a Quantity Surveyor, I have gained experience in the following skills:

- A. **Budget Estimating,**
- B. **Cost Control and**
- C. **Reporting ETC**

The role of the Quantity Surveyor starts from the very beginning of the construction project. I have developed relevant skills in preparation of cost estimates at various stages. I have experience in cost control, monitoring, forecasting and reporting during construction; and preparations of cost statistics. I can perform site inspection; advice clients appropriately on level of dilapidations; and proffer solutions.

I have gained experience in Post Contract Services such as: Preparation of Valuation for Interim Certificates and reporting on all matters in connection; Evaluation, negotiating and reporting on claims; and Preparation of Final Accounts and Total Expenditure on the Project.