

**REPORT OF WORKS EXECUTED AND  
EXPERIENCE GAINED**

**BY**

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**P01130A**

**SUBMITTED TO  
THE NIGERIAN INSTITUTE OF QUANTITY  
SURVEYORS (NIQS)**

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# CHAPTER ONE

## 1.0 INTRODUCTION

The Record of Professional Experience is a mandatory scheme of the Nigerian Institute of Quantity Surveyors (NIQS) designed to equip prospective members with the practical knowledge and professional competence required for effective Quantity Surveying practice. Candidates with a minimum of fifteen (15) years post-qualification experience are required to document their professional activities over the period under review in preparation for the Membership of Nigerian Institute of Quantity Surveyors.

This report outlines my academic background, professional experience, duties performed on various Building construction and civil engineering projects, and the practical knowledge gained in the course of discharging my responsibilities as a Quantity Surveyor within the Nigerian Construction Industry.

**Details of my educational background with dates are as follows:**

## PERSONAL DETAILS

**Sex:** Male

**Nationality:** Nigerian

**Date of Birth:** October 24, 1981

**Marital Status:** Married

**Address:** Flat D9, Horizon Height, Off Spar Road, Salem Bus stop Lekki, Lagos

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## **CAREER PROFILE**

A proactive and result-oriented Quantity Surveyor with proven ability to work effectively within multidisciplinary teams in a dynamic and challenging construction environment. I possess sound knowledge of project cost management, facility management, contract administration, procurement planning, and financial control of construction projects from inception to completion.

I am proficient in the use of Microsoft Office applications, particularly MS Word and MS Excel, for cost analysis, documentation, report preparation, and project financial monitoring with a strong commitment to economy, safety, quality assurance, and timely project delivery.

## **INSTITUTIONS/TRAININGS ATTENDED WITH DATES**

- Federal University of Technology, Akure, Ondo State – 2002 – 2007
- Government College, Apata, Ibadan – 1994 – 2000
- Praise Nursery and Primary School, Akinyemi Way, Ibadan – 1989 – 1994

## **ACADEMIC QUALIFICATIONS**

- B.Tech. Quantity Surveying – 2007
- SSCE – 2000
- First School Leaving Certificate – 1994

## **KEY SKILLS:**

- Micro Soft Office – MS Word, MS Excel, Internet and Email Proficiently.
- Thorough understanding of promotional and advertising activity
- Ability to speak English.

- Ability to exceed company's targets.
- Maturity.
- Confidence.
- Perseverance
- Patience.
- Commercial awareness.
- Numerical skills.
- Ability to work to tight deadlines and multi-task.
- Good understanding of methods to assess work styles.
- Ability to work in fast paced and evolving environment.
- Ability to trouble shoots independently.
- Ability to be assertive and persuasive without being too aggressive.
- Can work to challenging targets and deadlines and deliver when under pressure.
- Self-motivated and competitive.
- Hard working and flexible to work in shifts.

## **1.1 AIM**

The aim of this scheme is to ensure that prospective members of the Institute acquire adequate practical and professional competence required for Quantity Surveying practice before being examined for professional membership.

## **1.2 OBJECTIVES**

The objectives of the scheme include:

- To prepare candidates to acquire practical knowledge of Quantity Surveying practice.
- To expose candidates to construction methodologies, techniques, and site operations.
- To develop professional competence in cost planning, contract administration, and procurement management.

# CHAPTER TWO

## 2.0 SUMMARY OF WORKS EXECUTED

During the period under review, I was actively involved in the execution and financial management of several building and civil engineering projects across Oyo, Edo and Lagos State in the capacity of a Quantity Surveyor. My responsibilities on these projects covered pre-contract cost planning, tender documentation, post-contract cost control, procurement support, valuation of works, and final account preparation.

Details of projects executed and my roles are presented below:

### 2.1 COSTSMART PROJECT LIMITED, LAGOS, NIGERIA

Responsible for the overall financial and contractual management of construction projects, ensuring projects are delivered within approved budgets, timelines, and quality standards. I oversee project planning, cost estimation, procurement processes, and financial modeling while coordinating multidisciplinary project teams. I drive business profitability by strategic planning.

#### Key Responsibilities

- ❖ Preparation of detailed cost estimates and feasibility studies for residential, commercial, and mixed-use developments.
- ❖ Development of project financial models to support investment decisions and project viability.
- ❖ Preparation and administration of Bills of Quantities (BOQ) and tender documentation.
- ❖ Conducting cost planning and cost control throughout the project lifecycle.
- ❖ Preparation and evaluation of interim valuations and contractors' payment certificates.
- ❖ Monitoring project expenditure and providing cost analysis reports to management.

- ❖ Managing procurement strategies and contract negotiations with contractors and suppliers.
- ❖ Monitoring variations, claims, and final account negotiations.
- ❖ Providing professional advice on cost optimization and value engineering.

## **Major Projects Handled**

- Development of WasteTracker and WasteMoney Technology Platforms (Sustainability and Waste Management Initiative).
- Shopping Mall Development, Ile-Ife.
- 2 Bedroom Duplex Developments, Ajah, Lagos.
- 4 Units of 3 Bedroom Flats at Agungi & Ogbombo, Lagos.
- SWISSTUNA Office Complex at Ikota, Eti-Osa LGA, Lagos.
- Westbury Residential Project at Lekki, Lagos.
- Residential Duplex at Adeniyi Kazeem Street, Poka, Epe.

## **2.2 LEKKI GARDENS ESTATE LIMITED, AWOYAYA, LAGOS**

Worked as part of the project delivery team responsible for the cost management and financial administration of large-scale residential estate developments.

### **Key Responsibilities**

- ❖ Preparation of preliminary cost estimates and cost plans for estate development projects.
- ❖ Preparation of Bills of Quantities and tender documentation.
- ❖ Evaluation of contractors' tenders and preparation of tender reports.
- ❖ Monitoring construction costs and preparing periodic financial reports.
- ❖ Preparation of interim valuations and payment certificates for contractors.
- ❖ Assessment and valuation of variations and contract claims.
- ❖ Ensuring projects were delivered within approved budgets.

## **Major Project**

### ➤ Meridian Luxury Park Estate Development, Awoyaya, Lagos

- Large scale luxury residential development.
- Managed financial and cost administration for project components.

## **2.3 GT RICH INVESTMENT LIMITED, AJAH, LAGOS**

Responsible for cost planning, project financial control, and contract administration for multiple residential estate developments along the Lekki corridor.

### **Key Responsibilities**

- ❖ Preparation of Bills of Quantities and cost estimates for housing developments.
- ❖ Monitoring project costs and ensuring alignment with project budgets.
- ❖ Preparation of contract documents and procurement management.
- ❖ Conducting valuation of completed works for interim payments.
- ❖ Monitoring project cash flow and cost performance.
- ❖ Evaluation of variation orders and claims.
- ❖ Providing cost advice to management on project financial decisions.

### **Major Projects**

- Lekki Gardens Estate Development (Phase 1 – 5)
- Horizon Court Development
- Horizon Premiere Phase 1
- Chevron Estates Phase 1, 2 & 3
- Horizon 2 and Horizon 2 Extension
- New Horizon Phase 1 & 2
- Osborne Foreshore Developments (A – G)

These projects involved large-scale residential housing developments with extensive infrastructure works including roads, drainage, utilities, and housing units.

## **2.4 GT RICH REALTY LIMITED, AJAH, LAGOS**

Managed construction procurement, logistics, and supply chain operations for ongoing estate developments while supporting the quantity surveying department in cost control activities.

### **Key Responsibilities**

- ❖ Coordination of construction procurement processes.
- ❖ Management of supplier contracts and delivery schedules.
- ❖ Monitoring material usage and cost efficiency on projects.
- ❖ Supporting project teams with cost control and budgeting.
- ❖ Ensuring timely supply of construction materials to project sites.

### **Projects**

- Lekki Gardens Estate Development (Phase 1 – 3)
- Chevron Estate Phase 1

## **2.5 ADEN ENGINEERING NIGERIA LIMITED YABA, LAGOS**

Worked in the cost management team responsible for construction cost estimation, valuation preparation, and financial monitoring of building projects.

### **Key Responsibilities**

- ❖ Preparation of project cost estimates and budgets.
- ❖ Preparation of interim valuations and contractor payment certificates.
- ❖ Monitoring construction cost performance.
- ❖ Preparation of project cost reports for management.

## **Major Projects**

- Grace Court Estate – Makoko, Yaba
- 5 Bedroom Mansion – Nicon Town, Lagos
- Orritech Office Complex Development

## **2.6 RATCON CONSTRUCTION COMPANY LIMITED, IBADAN**

### **Responsibilities**

- ❖ Coordination and preparation of construction cost reports.
- ❖ Supervision of field quantity surveying activities.
- ❖ Monitoring of construction quantities and site measurements.

## **2.7 MONIERO COST ASSOCIATES (QS CONSULTANCY FIRM) IKEJA, LAGOS**

Worked in a professional consultancy environment involved in pre-contract and post-contract quantity surveying services.

### **Key Responsibilities**

- ❖ Preparation of Bills of Quantities (BOQ).
- ❖ Preparation of material schedules and reinforcement schedules.
- ❖ Development of construction work programs.
- ❖ Assisting in tender analysis and contract documentation.

## **2.8 INTEGRATED DATA SERVICES LIMITED (SUBSIDIARY OF NNPC), BENIN CITY, EDO STATE**

### **Responsibilities**

- ❖ Preparation of Bills of Quantities and cost estimates.
- ❖ Conducting market surveys for construction materials and services.

- ❖ Processing Local Purchase Orders (LPOs) and work orders.
- ❖ Issuing contractors' certificates.
- ❖ Managing procurement documentation and administrative support.

## **2.9 TETRAGRAMMATON CONSTRUCTION COMPANY LIMITED, IBADAN**

Responsible for assisting with site supervision, quality control, and coordination of construction activities.

## **2.10 AMCON ASSOCIATES (QS CONSULTANCY FIRM), IBADAN**

Worked in the technical department assisting with project supervision and preparation of work progress reports.

# CHAPTER THREE

## 3.0 EXPERIENCE GAINED

Through my involvement in the execution of the aforementioned projects, I gained extensive practical experience in the following areas of Quantity Surveying practice:

### 3.1 PROJECT COST MANAGEMENT AND MEASUREMENT

I was involved in the measurement and quantification of building and civil engineering works in accordance with standard methods of measurement. This enhanced my ability to prepare accurate Bills of Quantities (BOQ), material schedules, and labour schedules for effective project cost planning and control.

I also carried out physical measurement of completed structural elements for the purpose of valuation, variation assessment, and preparation of interim payment certificates.

### 3.2 PREPARATION OF COST DOCUMENTATION

I actively participated in:

- Preparation of Bills of Quantities for building and civil engineering projects
- Preparation of approximate estimates during feasibility stage
- Preparation of fluctuation claims and reports
- Build-up of rates for new work items
- Comparative rate analysis for contractor selection
- Preparation of tender analysis and tender reports
- Preparation of procurement plans in liaison with relevant departments

These responsibilities improved my understanding of project financial planning and budgetary control mechanisms.

### **3.3 CONTRACT ADMINISTRATION**

I gained practical experience in:

- Preparation of interim valuation reports
- Valuation of work done for payment certification
- Preparation of certificates of payment
- Preparation and agreement of final accounts
- Review of BOQs without architectural drawings
- Application of the Public Procurement Act (2007) in project procurement processes

This exposure enhanced my competence in financial administration of construction contracts.

### **3.4 SITE SUPERVISION AND COORDINATION**

I supervised both on-site and off-site concrete works to ensure compliance with project specifications and standards. I also attended site meetings involving Architects, Engineers, Builders, Contractors, Sub-contractors, and other stakeholders to discuss project progress, financial implications of variations, and cost control strategies.

### **3.5 PROCUREMENT AND MARKET SURVEY**

I conducted market surveys for construction materials to ascertain prevailing market prices for cost planning purposes. I was also involved in materials procurement and vendor selection processes to ensure value for money in project delivery.

## 3.6 CONDITION SURVEY AND REPORTING

I carried out condition surveys on existing structures to determine their structural integrity and estimated cost implications for renovation and upgrade works.

## 3.7 EXPOSURE TO CONSTRUCTION EQUIPMENT

My site experience exposed me to the use of construction equipment such as:

- Concrete Mixers
- Bulldozers
- Block Moulding Machines
- Tippers and Trucks

This improved my understanding of construction technology and productivity analysis.

## WORKSHOPS/SEMINARS ATTENDED

➤ **2-Day National Seminar Organized by NIQS Ondo Chapter:** *“Ethical Issues and the Challenges in Construction Professionals’ Service Delivery”* Tuesday 12<sup>th</sup> – Wednesday 13<sup>th</sup> December, 2006

➤ **Seminar Organized by NIQS Edo Chapter:** *“Managing Resources for Effective Project Delivery in a Growing Democracy”* 26<sup>th</sup> –27<sup>th</sup> June, 2008

➤ **30th NIQS Biennial Conference and General Meeting:** *Integrated cost management solutions for sustainable infrastructure projects delivery: a key to national economic development* Wednesday 21st - Friday 25th November, 2023

➤ **NIQS National Conference and Annual General Meeting:** *Strengthening the Quantity surveying practices and processes for growth and sustainability in turbulent economy* Wednesday 27th - Friday 29th November, 2024

➤ **NIQS National Workshop: Standardizing Procurement Excellence**”  
*enhancing transparency and efficiency through the Nigerian Bureau of public procurement standard bidding document* Wednesday 30th - Thursday 31st July 2025.

➤ **31st NIQS Biennial Conference and General Meeting: Building Nigeria:**  
*Enhancing National Development through fiscal reforms, infrastructure planning and the new government imperative Integrated cost management solutions for sustainable infrastructure projects delivery: a key to national economic development* Wednesday 19th - Friday 22nd November, 2025

# CHAPTER FOUR

## 4.0 CONCLUSION

Considering the professional activities undertaken during the period under review, the objectives of the NIQS Professional Experience Scheme have been substantially achieved. Over the past Fifteen (15) years, I have been actively involved in diverse construction and consultancy services across Lagos, Oyo and Edo state.

My participation in building and civil engineering projects, professional workshops, and multidisciplinary collaboration within the construction industry has significantly enhanced my technical knowledge, practical skills, and professional competence in Quantity Surveying practice.

The experience gained has adequately prepared me for the Membership of the Nigerian Institute of Quantity Surveyors and for effective professional practice as a Quantity Surveyor.

**APPENDIX A**  
**SITE PICTURES OF EXECUTED PROJECTS.**



*Fig. 1 SWISSTUNA office complex, at Ikota, Eti-Osa LGA. Lagos.*



*Fig. 2 Reinforcement Laying at Meridian Park Awoyaya for a 6 Unit 3 Bedroom Maisonette*



*Fig. 3 4 Block of 5 Bedroom Maisonette at Grace Court Estate Makoko Yaba*



*Fig. 4 Swimming pool Lekki Gardens 2 Abraham Adesaanya, Lagos*



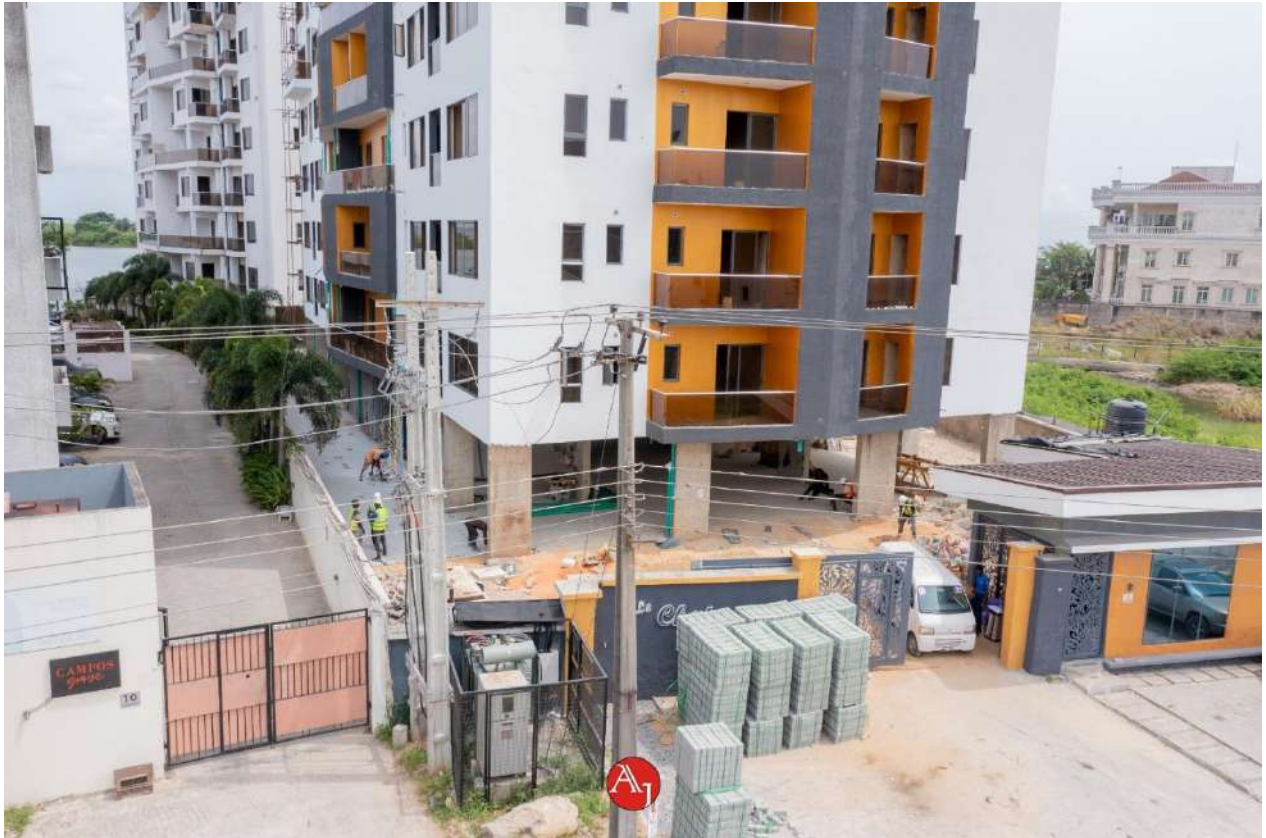
***Fig. 5 SWISSTUNA office complex, at Ikota, Eti-Osa LGA. Lagos.(Roof beam and Parapet wall Reinforcement laying)***



***Fig. 6.1 Construction of a Residential Development at Osborne, Osborne Foreshore water Estate, Ikoyi***



***Fig. 6.2 Construction of a Residential Development at Osborne, Osborne Foreshore water Estate, Ikoyi***



***Fig. 6.3 Construction of a Residential Development at Osborne, Osborne Foreshore water Estate, Ikoyi***



***Fig. 7 SWISSTUNA office complex, at Ikota, Eti-Osa LGA. Lagos.  
(Preparation of Spiral staircase on the ground floor)***



***Fig. 8 SWISSTUNA office complex, at Ikota, Eti-Osa LGA.  
Lagos.(Preparation of columns reinforcement on second floor)***



***Fig. 9 SWISSTUNA office complex, at Ikota, Eti-Osa LGA. Lagos. (First Floor – Project Inspection)***



***Fig. 10 SWISSTUNA office complex, at Ikota, Eti-Osa LGA. Lagos.(Casscass completed)***



***Fig. 11 SWISSTUNA office complex, at Ikota, Eti-Osa LGA. Lagos.(Third Floor)***



***Fig. 12 Installation of 500KVA Transformer at Orchid 1***



*Fig. 13 Installation of HT & LT Line at Orchid 1*