

**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

The Nigerian Institute of Quantity Surveyors (NIQS) over the years have been committed “To train and produce world-class Quantity Surveyors, regulate and continuously enhance quantity surveying ethical standards and technical competence aimed at providing quality services at all times. Promotion of Quantity Surveying principles of construction economics, costs, procurement and management as sine qua non for effective delivery of all types of capital projects and developments from conception to commissioning and maintenance in all sectors of the economy”.

The mandatory professional experience report was introduced by the Nigerian Institute of Quantity Surveyors to help reaffirm among quantity surveyors the desired level of competence required to render appropriate, standard, expected and acceptable professional services.

As a Quantity Surveyor with over sixteen (16) years of professional practice and experience, being engaged by several establishments ranging from private construction companies, Quantity Surveying Consultancy firms to Government organization, I have developed the requisite and fundamental knowledge of world-class construction cost services and procurement management skills that meets client needs and expectation.

While in practice, I've been involved in numerous projects that cannot all be captured in this report. I have mastered the fundamental skills of Quantity Surveying which includes: Budget Estimating, Cost Control and Reporting; Contract Documentation; Tendering and Contractual Arrangements; Post Contract Services and many more.

EDUCATION AND WORK EXPERIENCE BACKGROUND

SCHOOLS ATTENDED AND DURATION

Auchi Polytechnic Auchi, Edo State2008 - 2010
Auchi Polytechnic Auchi, Edo State2001 - 2003
Asaba Girls, Grammar School, Asaba, Delta1994 -2000
Odua Secondary School, Ohordua, Edo State2024 – 2025

CERTIFICATES/QUALIFICATIONS OBTAINED WITH DATES;

HIGHER NATIONAL DIPLOMA (QUANTITY SURVEYING)2010
NATIONAL DIPLOMA (QUANTITY SURVEYI.....2003
SENIOR SCHOOL CERTIFICATE (NECO)2000
SENIOR SCHOOL CERTIFICATE (NECO)2025

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	MINISTRY OF HOUSING, ASABA DELTA STATE.	HIGHER TECHNICAL OFFICER	DECEMBER 2019 TILL DATE
2	CORA STRUCTURES, BENIN CITY, EDO STATE, NIGERIA	QUANTITY SURVEYORS	AUGUST 2018 - JULY 2019
3	STARCOMMS NIGERIA LTD. ONITSHA, ANAMBRA STATE, NIGERIA	QUANTITY SURVEYOR (INTERN NYSC)	NOV. 2011 - OCT. 2012
4	VICFEG CONSULTS, ISSELE-UKU, DELTA STATE	QUANTITY SURVEYOR (INTERN NYSC)	SEPT. 2009 - AUGUST 2011

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: MIN. OF HOUSING (EDUCATION PROJECT UNIT)

POSITION: HIGHER TECHNICAL OFFICER

LOCATION: ASABA, DELTA STATE

DURATION: DECEMBER 2019- PRESENT

KEY RESPONSIBILITIES:

PROJECT SUPERVISION

- Oversee construction, renovation, and maintenance of housing projects.
- Ensure contractors comply with technical specifications and safety standards.
- Conduct site inspections and prepare progress reports.

TECHNICAL SUPPORT

- Provide engineering expertise in civil, electrical, or mechanical works depending on specialization.
- Assist in preparing designs, drawings, and cost estimates for housing projects.
- Advise senior officers on technical challenges and solutions.

QUALITY ASSURANCE

- Monitor materials and workmanship to ensure durability and compliance with housing policies.
- Recommend corrective actions when standards are not met.
- Support environmental and sustainability compliance in housing projects.

ADMINISTRATIVE DUTIES

- Draft technical reports and documentation for project approvals.
- Liaise with other departments (planning, procurement, finance) to align technical needs with housing goals.
- Supervise junior technical staff and artisans.

NAME OF ORGANIZATION: CORA STRUCTURES

POSITION: QUANTITY SURVEYOR

LOCATION: BENIN CITY, EDO STATE, NIGERIA

DURATION: AUGUST 2018 – JULY 2019

KEY RESPONSIBILITIES

COST MANAGEMENT

- Prepare cost estimates, budgets, and bills of quantities for projects.
- Monitor and control project expenditures to keep within budget.
- Conduct cost-benefit analyses to ensure value for money.

CONTRACT ADMINISTRATION

- Draft, review, and manage contracts with clients, suppliers, and contractors.
- Ensure compliance with legal and regulatory requirements.
- Handle claims, variations, and disputes related to contracts.

PROJECT PLANNING & DOCUMENTATION

- Prepare tender documents and evaluate bids.
- Conduct feasibility studies to assess project viability.
- Maintain detailed records of project progress and financial transactions.

RISK & VALUE ENGINEERING

- Perform risk analysis and mitigation strategies for projects.
- Advise on cost-saving measures without compromising quality.
- Recommend alternative materials or methods to improve efficiency.

PAYMENT & FINANCIAL REPORTING

- Prepare interim valuations and arrange payments to contractors.
- Submit final accounts at project completion.
- Provide regular financial forecasts and reports to management.

COLLABORATION & SUPERVISION

- Work closely with architects, engineers, and project managers.
- Supervise junior staff and ensure accuracy in measurements and reports.
- Act as a liaison between the company and external stakeholders.

CHALLENGES IN THE ROLE AS A QUANTITY SURVEYOR

- a) Price Fluctuations: Rising costs of materials can affect budgets.
- b) Contractual Disputes: Requires strong negotiation and legal awareness.
- c) Accuracy Pressure: Errors in measurement or costing can lead to major financial losses.

IMPORTANT NOTE

A Quantity Surveyor is the financial backbone of construction projects, ensuring that projects are delivered on time, within budget, and to the required quality standards. Their role is critical in balancing technical requirements with financial realities.

PROJECT EXECUTED

- **MOST STATE SCHOOL CONSTRUCTION PROJECTS (FEB. 2020 - DATE)**
 - i. Responsible for development of conceptual costing, presentation of certificates, preparing of valuation/variation statement.
 - ii. Collaboration and coordination with other Consultants on the project. Involved in Tender analysis and;
 - iii. preparation of Tender Report.
- **CONSTRUCTION OF ALL-STARS CHURCH OKPANAM, DELTA STATE. (AUGUST 2017)**

Responsible for the Coordination of Site Inspection and Supervision.

- Costing and supervision of some Residential Buildings in Asaba.
(November 2016 – September 2018)
- Development of Jesuit College, Okija, Anambra State. (June 2015)
- Luxury Apartments for Cobblestone Properties Victoria Island, Lagos **(November 2015- June 2016)**
- Construction Of State High Court, Asaba, Delta State)
October 2022 - April 2024
- **Project QS** for Ladisgold Construction Company

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

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:**

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

To effectively overcome the challenges faced by Quantity Surveyors during construction projects, the following strategies are recommended:

1. Strengthen Cost Planning and Control

- Adopt advanced cost estimation techniques supported by reliable market data.
- Continuously monitor expenditures against budgets using digital dashboards.
- Implement corrective actions promptly to prevent overruns.

2. Enhance Stakeholder Communication

- Establish clear communication channels between clients, contractors, and consultants.
- Conduct regular progress meetings and provide transparent reporting.
- Foster trust and collaboration to reduce disputes.

3. Embrace Digital Tools and Technology

- Utilize Building Information Modeling (BIM) and cost management software.
- Streamline tender evaluations and improve forecasting accuracy.
- Reduce manual errors and save time through automation.

4. Ensure Contract Clarity and Risk Management

- Draft comprehensive contracts with clear clauses on variations, payments, and dispute resolution.

- Conduct proactive risk assessments throughout the project lifecycle.
- Collaborate with legal teams to minimize contractual disputes.

5. Maintain Regulatory Awareness and Compliance

- Stay updated on evolving construction laws, safety standards, and environmental regulations.
- Attend professional workshops and maintain certifications.
- Ensure compliance to protect the project legally and enhance reputation.

6. Manage Time Effectively

- Adopt efficient scheduling techniques and prioritize critical tasks.
- Use project management tools to track deadlines and allocate resources.
- Balance speed with accuracy to deliver timely, high-quality reports.

7. Balance Stakeholder Expectations

- Act as an impartial advisor between clients and contractors.
- Present realistic cost forecasts and explain financial implications of design changes.
- Maintain harmony by aligning expectations with project realities.

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