

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 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 history of work placement 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 comprises both completed and on-going project, and also include; preparation of financial statements, preparation of bills of Quantities, physical measurement carry out on site, market survey monitoring and Evaluation valuation of variation claim and final account statement.

I prepared this report as a Quantity surveyor with the practical/professional experience I have acquired for the past twenty (20) 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 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 fifteen (15) years, starting prior the year of National Youth Service Corps (NYSC) as a Quantity Surveyor where I served as a Quantity Surveyor on internship at Malom Construction Company, Agbani LGA, Enugu State.

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

Federal University of Technology, Akure1998 - 2004

Methodist Grammar School, Iware, Afijio LGA, Oyo State 1990 - 1995

Beulah Baptist Primary School, Ejigbo, Osun State1983 -1989

CERTIFICATES OBTAINED

B.TECH. (HONS) QUANTITY SURVEYING: 200

SECONDARY SCHOOL LEAVING CERTIFICATE: 1996

PRIMARY SCHOOL LEAVING CERTIFICATE: 1989

PERSONAL QUALITY AND SKILLS;

- i. Proficient in Microsoft Word, Access, Excel, Power Point
- ii. Internet friendly.
- iii. Intermediate Level User of AutoCAD,
- iv. Intermediate Level User of MS Project
- v. Ability to work with little or no supervision
- vi. Excellent teamwork spirit.
- vii. Ability to manage multiple tasks concurrent
- viii. Responsible, Self-motivated and confidently contributing in decision making.
- ix. Excellent communication and supervisory skills
- x. Excellent analytical and quantitative skills

PROFESSIONAL EXPERIENCE

NAME OF ORGANIZATION	TITLE	PERIOD
OSUN STATE GOVERNMENT, MINISTRY OF WORKS	PUBLIC BUILDINGS DEPARTMENT STAFF (QS)	2018 TILL DATE
GLOBAL CONSULTING FIRM LIMITED	QUANTITY SURVEYOR	2008 -2018
MALOM CONSTRUCTION COMPANY, ENUGU STATE	NYSC (INTERNSHIP)	2005 – 2006

NAME OF ORGANIZATION: MINISTRY OF WORKS

LOCATION: OSUN STATE GOVERNMENT

DEPARTMENT: PUBLIC BUILDINGS DEPARTMENT STAFF

POSITION: QUANTITY SURVEYOR

DATE: 2018 TILL DATE

MY DUTIES AS A QUANTITY SURVEYOR

In the Public Buildings Department of the Osun State Ministry of Works, a Quantity Surveyor (QS) acts as the financial custodian of construction projects. Their role ensures that public funds are managed transparently, projects are completed within budget, and value for money is achieved for the state.

Here is a breakdown of the core duties of a Quantity Surveyor in this office:

Pre-Contract Phase (Planning and Costing): Before a shovel hits the ground, the QS is responsible for the financial blueprints of the building.

- Preliminary Estimating: Preparing initial cost estimates and feasibility studies for proposed public buildings (e.g., schools, hospitals, or government offices).
- Bills of Quantities (BOQ): Taking off measurements from architectural and structural drawings to produce a detailed list of materials and labor required for the project.
- Tender Documentation: Preparing the necessary documents for the bidding process to ensure all contractors are quoting on the same basis.

Procurement and Tendering: The QS plays a critical role in the selection of contractors to ensure fairness and technical competence.

- Tender Analysis: Comparing and evaluating bids submitted by contractors to identify the most responsive and cost-effective tender.
- Contract Negotiation: Assisting the Ministry in negotiating terms with selected contractors to align with the state's budget.
- Advice on Procurement Methods: Recommending the best way to award contracts (e.g., selective tendering or open competitive bidding).

Post-Contract Phase (Construction Management): Once the project is underway, the QS monitors the "pulse" of the project's finances.

- Valuation of Work: Regularly visiting the construction site to measure the work completed and certify payments to the contractor.
- Variation Management: Assessing the cost implications of any changes made to the original design during construction (Variations).

- Cost Monitoring: Providing regular financial reports to the Director of Public Buildings to ensure the project does not exceed its allocated budget.

Finalization and Close-out

- Final Account Settlement: Reconciling all payments, variations, and claims at the end of the project to determine the final cost.
- Life Cycle Costing: Advising on the long-term maintenance costs of the public building to help the Ministry plan future budgets.
- Arbitration and Dispute Resolution: Assisting in settling any financial disputes that may arise between the Ministry and the contractor.

NAME OF ORGANIZATION: GLOBAL CONSULTING FIRM LIMITED

LOCATION: OSUN STATE

POSITION: QUANTITY SURVEYOR

DATE: 2008 - 2018

DUTIES AS A QS IN THE ABOVE ORGANIZATION

- Receiving letter, valuations and construction drawings for review.
- Measurement and Re-measurement.
- Weekly and monthly site visitation.
- Attending site meetings
- Preparation of Bid Documents/ Bid Documentation.
- Site Quantity surveyor
- Supervision of construction works

- Preparation of Tender document
- Scanning, typing and printing of Tender document

NAME OF ORGANIZATION: MALOM CONSTRUCTION COMPANY

LOCATION: AGBANI LGA, ENUGU STATE

POSITION: QUANTITY SURVEYOR (NYSC)

DATE: 2005 - 2006

DUTIES AS AN INTERN QUANTITY SURVEYOR

- Preparation of monthly financial report and Valuation of work done on site for monthly interim valuation.
- Preparation of Draft Bill of Quantity for provisional sum and PC sum to be priced by the Main contractor.
- Attending all Technical, Consultant Co-ordination and monthly site meetings.
- Preparation of Material, Labour and Plant schedules
- Planning, scheduling, evaluation of contracts and subcontract project estimating

BELOW ARE LIST OF PROJECTS, THE ROLED I PLAYED, AND PICTURES OF SOME PROJECTS I WAS INVOLVED IN UNDER THE REVIEWED PERIOD:

Over the years I have been involved in a lot of projects, carried out in the serving establishments and as well engaged by private individuals. Some of the projects carried out within these years of professional experience are presented for review in this section.

SCHEDULE OF DILAPIDATION AND REPAIR FOR PUBLIC BUILDINGS

Governor Lodge,

Presidential lodge,

GRA 1 AND GRA 2 QUARTERS,

JAYE ESTATE, OMIYALE,

All State Hospital

Schools (Primary and Secondary) in the State

SCHEDULE OF DILAPIDATION AND REPAIR FOR PUBLIC BUILDINGS

- **Government offices; and**
- **All ministries in the state**

BILL OF QUANTITY FOR ALTERATIONS

DEMOLITIONS AND NEW WORKS FOR PUBLIC BUILDINGS

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.



















