

PROFESSIONAL EXPERIENCE

**A REPORT
PRESENTED**

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

BY

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INTRODUCTION

The main purpose of this professional experience report, is to analyses the working experience acquired from the practice which serves as a pre-requisite in partial fulfillment for a prospective candidate to be upgraded from Probationer to Cooperate Member of the Institute.

MY PERSONAL INFORMATION/EXPERIENCED ACQUIRED DURING MY PRACTICE TO
DATE

ABRAHAM DANIEL AMEH

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OBECTIVE

To contribute my quota towards the success of a dynamic organization that recognizes and encourages individual contribution, honesty and hardworking

PERSINAL DATA

DATE OF BIRTH; 21ST April, 1976, Place of birth: Awka in Anambra State
STATE OF ORIGIN: Benue, NATIONALITY: Nigerian
MARITAL STATUS: Married, RELIGION: Christianity

EDUCATION

- 2000-2003 The Federal Polytechnic Bida, Niger state.
Higher national diploma (HND) quantity Surveying.
Lower Credit.
- 1995-1998 The Federal Polytechnic, Nasarawa State
National diploma (ND) Building and quantity surveying.
Lower Credit
- 1988-1994 Nigeria Model High School, Idi-Oro, Mushin, Lagos State
Senior School Certificate Examination (WAEC)
- 1982-1988 Army Children School Okiti-Pupa, Ondo State
First School Leaving Certificate
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COMPUTER SKILLS

- Microsoft Office (Microsoft word, Microsoft Excel, Microsoft power point etc
 - Internet networking
 - AutoCAD
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WORK EXPERIENCE

- 2022-2026 Quantity surveyor: (Sayub General Contruction and services Ltd.)
- 2018-2022 Quantity surveyor: Abuja-Kano expressway
(Julius Berger Nigeria Plc. Utako District Abuja)
- 2015-2018 Self Employed (Execution of private individual Road construction project)
- 2007-2015 Quantity Surveyor: (All Julius Berger Road constructed in

2006-2007	Federal Capital Territory) Quantity Surveyor (Treasury house office of the Accountant General Of the Federation), Chines Civil Engineering Construction company Nigeria Limited.
2004-2006	Self-employed (Execution of private individual project road & houses)
2003-2004	National Youth Service Corps, Delta State Local Government Secretariat. (Department of Works Ethiope West LGA, Oghara Town, Delta State, Corper Liaison Officer C.L.O)
1998-1999	Assistant Quantity Surveyor, Industrial Attachment Shehu Giwa & Partners (Chartered Quantity Surveyors & project managers, CBN I & J housing scheme phase II, Abuja

RESPONSIBILITIES:

- Preparation of bill of quantities
- Preparation of materials schedule
- Preparation of monthly valuation (roads and buildings)
- Physical measurement of road and building works
- Preparation of contract documents
- Preparing of materials forcast
- Progress reports and photographs.

PROJECTS EXECUTED

- Construction of Treasury house and building
Office of the Accountant General of the Federation Abuja
- Construction of CBN I & J Housing scheme phase II, Abuja
- Construction of Residential 3 floors plus 2 floor charlet building, Guzape, Asokoro, Abuja
- Abuja roads addendum RR1, RR2, N8, N20, S20 and Jabi district road FCT. Abuja
- Rehabilitation of Abuja Airport Express Way Fct Abuja.
- Maintenances of- Nnandi Azikwe International Airport runway, Abuja FCT.
- Rehabilitation of Abuja Kano expressway
- Expansion of Administrative Office Building National Judicial Institute, Airport Road Abuja.

SEMINAR/PROGRAMME ATTENDED

2003 2004 **NATIONAL YOUTH SERVICE SCHEME (NYSC)**
Health safety and environment awareness

INTEREST

Reading, travelling and sports

PERSONAL SKILL

I am highly analytical with the following skill, Planning and organisms sense of judgments, practical skills, good Working standard, negotiating skills, safety awareness. I love to maintain sound integrity

Work done:

Includes but not limited to: Building and Road Maintenance, External Works, Preparation of Bills of Quantities, Final Account Statement, Site Supervision, Physical Measurement, Cost Control and Management, preparation of Certificate of Payment.

SKILLS AND ABILITY:

Experience in Sound computer skills, conversant with Microsoft office, spread sheet, good internet browsing skills, A good researcher to meet any modern technology.

A good team player with integrity and cooperation, Ready to absorb new skills. Sound communication and writing skills, Sound physical and mental alertness.

RESEARCH EXPERIENCE:

- ✓ Recycling of construction waste as a useful material in construction industry (final project).
- ✓ Construction of incinerator (NYSC Community Development Services).
- ✓ Sustainable Development In Construction Industry. (Article in NAQSS Kaduna Polytechnic Chapter).

MOST CURRENT WORK EXPERIENCE

NAME OF THE PROJECT:

Construction of (Fifty-Six (56) numbers of Six bedrooms' flats, with fifty-Six (56) numbers Self Contained Servant Quarters attached to Basement) Directing Staff Quarters Phase 1, at The Permanent Site, National Defense College, Abuja.

CLIENT: National Defense College Abuja.

CONTRACTOR: Technical Partner, Stabilini Visinoni Limited.

LOCATION OF THE PROJECT:

National Defense College, Permanent Site, Piwoyi, Abuja.

PROJECT DURATION:

The Project lasted from October, 2017 to August, 2021

COMMISSIONING OF THE PROJECT

The project was commissioned on the 5th August, 2021

COST OF THE PROJECT

- ❖ The cost of the Project was ₦ 4,200,000,000.00 (Four Billion, Two Hundred Million Naira Only)

SCOPE OF THE PROJECT

- ❖ Construction, Furnishing and equipping all flats with functional facilities
- ❖ External works to include parking lots

OBJECTIVES OF THE PROJECT

- ❖ To provide a conducive atmosphere for Staff at the National Defense Collage.
- ❖ To create an enabling working place for staff at the National Defense Collage.
- ❖ To provide adequate residential accommodation for Directing Staff at the National Defense Collage.
- ❖ To provide adequate office Equipment's/facilities for Staff smooth running.
- ❖ To facilitate a speedy growth for the Institution.
- ❖ Established solid structures that can withstand the test of time

TASKS AND ACTIVITIES CARRIED OUT DURING THE PROJECT EXECUTION

Although, the Consultants were engaged in the Project, but we the Monitoring Committee from the works department, monitored strictly on both the activities of Consultants and that of Contractor for quality of work and delivery of the project within the cost budget.

The Team leader on the project, coordinated and communicated with all the parties that were involved in the construction work. My responsibilities were accountable for planning, coordinating, directing and controlling all the activities

at the project site which were necessary for achieving the project objectives of time, cost and quality of work.

However, every member of the Committee was assigned with schedule of activities which they carried out based on individual profession.

During the Construction of the Project, the Bulldozer and Grader Machines as mechanical means were used for site clearance and of which was properly carried out including the removal of top soil.

The setting out of the Building was successfully achieved using both theodolite and leveling Instrument in order to meet up with the design and specifications. The foundation was excavated and not exceeding depth of 2.5m as specified in the Contract Documents.

The Contractor used Excavator Machine to excavate basement areas which manual labor cannot be applied.

The Contractor was advised to provide adequate safety and security measures on Project site to reduce incident which may lead to casualties or loss of lives. Therefore, we ensure that the rules and safety measure, precautions to be taken on project site were strictly applied and observed and among others the essential are;

- ❖ The required personal protective Equipment are mandatory and necessary for work.
- ❖ Provide onsite to worker's safety Boots, Helmets or hardhat and Goggles etc.
- ❖ Ensure that the artisans on site know how to perform the job safely.
- ❖ Ensure that the artisans on site know about possible hazards and how to protect themselves.

- ❖ Ensure that Caution lines where necessary within the Project site.

Furthermore, ensured that the process of passing information from Consultants to Contractor or from the Client to Contractor and Consultants were successfully achieved to avoid breakage in communication throughout the period of the said project.

We liaised with the Consultants and Contractor in the event of any issue that arose during the Project execution through correspondences.

We always active on site meetings of the project, and where issues concerning the project were discussed we in conjunction with the consultant device way out to resolutions that brought progress for the project, which among others includes;

- ❖ Ensure all instructions are confirmed in writing because of cost implications.
- ❖ To carry out pressure test for plumbing work.
- ❖ To ensure competency and Quality, submission of technical personnel such as the Resident Architect, Quantity Surveyors, Structural Engineer, Builder and the Services Engineers CV were mandated
- ❖ The Contractor should liaise always work with Consultant Structural Engineer to ensure that all structural aspects are done in conformity to quality and standard so as to avoid collapse of building.
- ❖ We try to avoid Contractor complaining over the delay in processing the payment so as to speed up the project execution in relation with budget, time and cost.
- ❖ Ensure that Contract documents must be kept at the site all times.
- ❖ Contractors should work in accordance with the programmed of work for timely project delivery

- ❖ ensure that the Contractor submit his monthly progress reports and including the photographs showing the status of the Project.

We also ensured that samples of materials which were significant to the Project were submitted by the Contractor and sighted by the Consultants for approval before materials were mass purchased in bulk to curtail fluctuation in prices.

On issue of additional works or change in design specifications in the course of executing the Project and where Contractor made claims, we on site meeting discussed with both the Consultants and the Contractor based on site instructions issued to the Contractor after which obtained an approval from the Client.

Considering that, Government project do not entertain variation on Contract. We try to ensure that contingency provision cover all additional work and also ensure that the cost of the project do not affect the overall Contract sum of the project.

Under our Quantity Surveying team, representing the Client on the Project, we ensure that valuation certificates are prepared on time by the Consultants and further recommendations for payment were made in favor of the Contractor and at the handing over of the said project, the schedule of repairs as listed by the Consultant we properly checked to ensure that all repairs as instructed were effected and also before the expiration of defect liability period we ensure that all other repair were effected to ensure that the said project attained its whole life cost.

The project was successfully completed, but it exceeded the Contract duration which was affected by Environmental factors and government policies making.

During the handing over ceremony, the Management gave good recommendation to the Contractor and Consultants for executing the work to standard without compromising.

The Contractor and the consultants on the other hand thank the Management for the opportunity given to them which they exhibited their professional talents on the project.

SUMMARY OF EXPERIENCE GAINED

In the course of acquiring experience on how to manage the project site from Inception to Practical completion, I can emphatically mention here that the experience I gained were but not limited to the following:

- ❖ The project site activities commenced with setting out of the building. Due to the complex nature of the building which has a basement floor, the used of heavy Excavator machine and other leveling Equipment's were used. I monitored how such activities were carried out during the trench excavation etc.
- ❖ I was privileged to see how the site Project Manager was able to mobilized and coordinated plants, Labor and materials for smooth site activities using motivation factors to workers on site.
- ❖ I participated in all site meetings which was coordinated and anchored by the Consultant Architect, where I got experience on how site problems were resolved.
- ❖ In conjunction with the Consultants, Contractor and Client which I represented, jointly under took re-measurement and assessment of some components of the work where there was need but no captured in the Contract.

- ❖ As part of experience gained, I was able to follow up step by step on the Construction methodology leading to steady work progress on site.
- ❖ For the purpose of making recommendation for payment to Contractor, I participated in joint assessment of works progress carried out by all parties concerned.

With reference to the Contract duration, I gained experience from the contractor's skills that was displayed to ensure that, the work execution was in line with Programmed of works. These among others includes total adherence to the design and specifications as it relates to the Contract terms of the Project, which is very critical and fundamental for quality delivery.

Understanding the need to during pre-handing over inspection that was carried out, ensure strictly to followed up with the list of remedial works to be executed.

I also gained experienced on the need of handing over the Project, were all the parties concerned went round for final inspection and satisfied the Project, which was finally handed over to the Client as end user.

Finally, on liability period which is six (6) months post handing over of the Project, the need of strict monitoring to ensure that all the defects showed on the building were ascertained and recorded for further actioned to be taken via the Consultants to the Contractor became necessary.

OTHER WORK EXPERIENCE

- ❖ Supervision of project; Renovation works of National Defense College, Liaison office, Ikoyi, Lagos State – 2004-2012
- ❖ Supervision of Project; Construction of Soldiers Quarters at the NDC Barracks, Ushaffa, Abuja – 2014-2016

- ❖ Supervision of Project; Construction of six (6) units of two bedroom blocks of flats at NDC Quarters, Gwarinmpa Estate, Abuja – 2016-2017
- ❖ Supervision of Project; Construction of National Defense College Academic and Administrative Building, executed by Messrs Bulet International at the NDC permanent Site, Piwoyi, Airport Road, Abuja

My duties, roles and responsibilities as a Technical Quantity Surveyor of the Team among others are as follows;

- ❖ Participation in the feasibility studies for proposed projects.
- ❖ Preparation of project cost estimate based on Client's brief.
- ❖ Preparation of Bills of Quantities for the proposed Projects.
- ❖ Preparation of contract documents.
- ❖ Participation in technical and financial tender evaluations for selection of Contractors.
- ❖ Taking physical measurement of works executed.
- ❖ Participation on Projects site meetings.
- ❖ Monitoring and Supervision of all the Projects.
- ❖ Preparation of interim valuations of work executed.
- ❖ Participation in re-measurement of works.

DESCRIPTION OF PROJECTS UNDERTAKEN

I have gained a lot of experience while carrying out activities within and outside office of my organization. In the course of this exercise I was fully participated in so many activities such as writing technical and financial proposal for consultancy service, measurement of builders work, mechanical and electrical installations, civil engineering measurement; preparation of bill of quantities and contract document for various projects; preparation of consultancy service professional fees using scale of fees or man-month rate and reimbursable claim; preparation of preliminary budget estimate; valuing of work done on site and

variations; vetting of quotations and materials requisition; carrying out site physical measurement of various building elements; carrying out market survey of construction materials for building up unit rates and pricing for projects; prepared of materials and labor schedule; condition surveying and preparation of schedule of dilapidation for various projects executed; preparation of valuation for interim valuation purpose and re-measurement of provisional quantities and provisional sum items; office management; preparation of final account; preparation of document for project progress, technical meeting report as well as attending such meeting where meaningful resolutions about projects are taken; site work supervision and cost control analyst.

LESSONS LEARNT FROM ALL PROJECTS

The experience acquired during the period under review can be categorized into two phases:

- a) Pre contract services stage
- b) Post contract/project management and other related services

Pre-contract service:

- ❖ Measurement of building works from drawings/specification and preparation of bill of quantities and other tender documents for different proposed project.
- ❖ Preparation of preliminary budget estimate.
- ❖ Preparation and vetting of professional fees and reimbursable claims.
- ❖ Raise tender inquiries for particular work packages.
- ❖ Pricing of tendering document.
- ❖ Preparation of program of works/planning for a proposed project, etc.

Post Contract/Project Management and other related services:

- ❖ Monitoring all work activities on site which might have impact on the schedule and budget of project and compare to the contractual documentation.
- ❖ Preparation of final account and periodic financial statement report.
- ❖ Participating in regular site meetings and writing of correspondence in the face of challenges.
- ❖ Preparation and submission of application for interim valuations.
- ❖ Re-measurement of provisional quantities and prime cost sum item in accordance with Architect instruction, etc.

CHALLENGES ENCOUNTERED

The challenges encountered during my discharging my professional duties are as follows bellow;

- (a) Delay in payment to the contractor which can either be as a result the approved budget not completely absorbing the proposed cost of the projects as captured in the proposed budget submitted.
- (b) Weather condition during rainy season which is natural factors e.g. rain falls during raining season affect the flow of work on site and sometimes even the completion period of the project.
- (c) Changing in design as a result of alterations made by the Architect or the Structural Engineer on the Project these result to variation that sometimes affect the time and budgeted cost of the project.

CONCLUSION

The report captured my academic and professional work and training that I undergone of which among others presented as relevant post-graduate working experienced gained in the field of Quantity Surveying which point out a clear picture of the Quality of experience acquired for my requirement for membership upgrade from Probationer to cooperate Member of the noble Institute, the Nigerian Institute of Quantity Surveying(NIQS)

RECOMMENDATION

Following the working experience presented on this report, I believe that if my professional body the Nigerian Institute of Quantity Surveying approve my registration as a cooperate member of the Institute, will take my career higher much especially in practicing the profession Quantity Surveying.

APPENDIX

