CV –IDDRISU

IDDRISU.305027@2freemail.com



**Gender:** Male

**Date of Birth:** 12 /03/1989 **Citizenship:** Ghanaian – Ghana

 **First Language:** English

# Personality Traits

1. Ability to get along well with people
2. An awareness of cultural differences and tolerance of foreign cultures
3. Good knowledge of MS office package
4. Adaptability to new cultures, ideas, and challenges and ability to adjust quickly to new conditions
5. Working out -of- doors in all types of weather condition
6. Working under pressure to meet deadlines

# Educational Qualification

**2010-2014**

**Institution:** - Kwame Nkrumah University of Science and Technology, Ghana. ***[K N U S T]***

**Field: *- BSC CONSTRUCTION TECHNOLOGY AND MANAGEMENT***

1

# I.T Skills

I am proficient in the following document management software tools.

1. SharePoint 2. Dropbox

3. Google drive

5. OnsiteIMS

7. Zoho Docs standard

4. eFileCabinet online

6. Files Transfer Protocol [FTP] 8.OneDrive

1. Aconex 10. Adobe document cloud standard

# Project List

* 1. Design and construction of terminal 3 building project at Kotoka international airport in Accra
	2. Design and construction of 500 bed military hospital at Afari in kumasi

# Employment Summary

## 2016- Up to Date

**MNG-MAPA CONSTRUCTION AND TRADE INTERNATIONAL COMPANY (ACCRA- GHANA)**

**Position: - Documents Controller (CONTRACT) Duties:**

1. Controlling document reviewing process, such as timelines for response and highlighting this to the design manager
2. Maintain the quality of the latest revision of documents in the folders of each project, sending and receiving various document review forms, logging them appropriately
3. Making improvements in the document control processes and templates/registers/forms, and writing associated plans
4. Sending and receiving contract correspondence such as notices, letters, certificates, minutes of meetings, reports, and updating the relevant registers
5. Support project teams by assisting with the retrieval of documentation
6. Undertaking the RFI processes.
7. Assigns document numbers and maintains work tracking database
8. Undertaking the document control process for any RFI that requires transmittals
9. Highlighting when something has become overdue

2

# 2015-2016

**NN ELECTRICAL & MECHANICAL INTERNATIONAL COMPANY (KUMASI GHANA)**

**Position: - Quantity Surveyor / Documents Controller (FULL TIME) Duties**:

1. Prepare, log and distribute all outgoing transmittals.
2. Receive, log and distribute all incoming transmittals.
3. Maintain electronic registers for Letters, MR, Memos, IR, RFIs, SDS, Reports, Transmittals, Drawings, safety & Quality related documents.
4. Maintain central filing of all project documentation.
5. Uploading all project related drawings received from consultant & contractors and distributed to all concern people for review, inputs & approval.
6. Using document numbering system for maintaining the documents

# 2014 – 2015

**ASHAIMAN MUNICIPAL ASSEMBLY**

**Position: - National Service Personnel (Quantity Surveyor) Duties**:

1. Preparation of tender and contract documents
2. Preparation of bills of quantities
3. Estimating costs
4. Certification of contractor’s payments
5. Evaluation of tender documents
6. Recording events details from site to establish variation
7. Measurement of construction works
8. Valuation of payment of work done
9. Writing of invitation letter

3

# 2011 -2013

**NORTHWEST CONSORTIUM / GHANA HIGHWAY AUTHORITY**

**Position: - Trainee (Quantity Surveyor) Duties:-**

1. Checking of interim payment certificates
2. Attending site meetings and Bid openings
3. Corrections of arithmetic errors in bills of quantities
4. Taking off and squaring
5. Preparing of interest on delayed payment certificate
6. Market survey

# Personal Interest

1. Enjoy all sports particularly soccer and athletics.
2. Love to travel and experience different cultures
3. Studying

4