

**ATAISI**

[Atisi-391717@2freemail.com](mailto:Atisi-391717@2freemail.com)

Professional and Skilled Quantity Surveyor with 7years experience in preparation of bill of quantity, Auto-Cad for engineering design, measuring and estimation of electrical and mechanical in buildings, Estimate quantity and costs of materials and supervision site.

**PROFESSIONAL ABILITIES**

* Communication • Self Motivated
* Estimating • Multitasking
* Customer satisfaction • Client Relations
* Project monitoring • Project Management
* Accustomed to work without supervision • Cost consulting
* Knowledge of industrial standards • Task management
* Record maintenance • Budgeting
* Interpreting design and technical drawings • Teamwork

**PROFESSIONAL EXPERIENCE**

**Akleclick Nig. LTD 2011 - 2018** Quantity surveyor and site supervisor

**Hepzelah Nig. LTD 2010** Quantity surveyor andSite supervisor

**Julius Berger Nig 2006** Advance construction, supervision of site and preparation of bill of quantities

**ROLES AND RESPONSIBILITIES**

* Responsible for managing all project costs from start to finish
* Perform analyses of costs for various building projects
* communicate with company stakeholders on commercial matters
* Monitor the cost and use of company resources to minimize waste
* Inspect and compute the value of completed work and projects
* Accomplish reports on and recommend advice about building and maintenance costs
* Generate cost and value reports monthly and quarterly, produce accurate information on cash flow
* Responsible for the preparation of contract and tender documents
* Cultivate solid ties with sub-contractors and clients
* Offer recommendations and direction to company employees in the generation and reporting of work proposals, reviews, and updates
* Played the role of on-site manager as directed
* Produced budget estimates and made pitches for surveys, and assisted in billing matters and monitored the progress of several stages of project survey work
* Responsible for the generation of bid schedules and other related and needed documents
* Delivered bid document packages to vendors and subcontractors
* Analysed the value of bids, entered negotiations, and generated necessary papers such as procurement documents
* Examined and confirmed qualifications of vendors and handled procurement
* Generated forecasts on matters such as budget and cash-flow
* Monitored the actual costs and judged them against the set budget, and control costs as needed

**EDUCATION AND CREDENTIALS**

**Bachelor of Technology in Quantity Surveying 2010** University of Science and Technology, Rivers State Nigeria

**Certificate in Auto-Cad 2008**

**Process Installations in the Oil and Gas Sector 2007** Nigerian Institute of Quantity Surveyors

**Procurement Strategy and Effective Project Delivery in Nigeria Gas 2005**  Nigeria Institute of Quantity Surveyors

**Measuring and Estimation of Electrical and Mechanical High-Rise Building 2003**  Nigeria Institute of Quantity Surveyors

**References:** Available on request.