BADMUS, ADEWALE MICHAEL

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Personal Details

Gender	:	Male
Date of Birth	:	24th June 1968
Profession	:	Quantity Surveying
State Of Origin	:	Oyo State
Health	:	Excellent
Marital Status	:	Married
Car Driven/Owner	:	Yes Full Clean License

OBJECTIVE

A Challenging Position in a well-structured corporate organization, which utilizes a proven background in Quantity Surveying, and Contract Administration in that facilitate my positive contribution towards the growth and profitability of the organization, professional growth and advancement.

SUMMARY

- Effective planning and organizational skills
- Ability to successfully manage multiple priorities and assignments
- Possess effective presentation, verbal and written communication skills
- Proven capacity to approach problems effectively and creatively
- Strong abilities to develop corporate strategy documentation
- Articulate and creative, offering innovative and practical solutions
- Able to direct and lead others to product desired results
- An experienced team player, bringing enthusiasm and energy into group efforts

INSTITUTIONS ATTENDED WITH DATE

Basorun/Ojoo High School, Ibadan, Oyo State	1981 - 1986
The Polytechnic Ibadan, Ibadan, Oyo State	1987 - 1989
The Polytechnic Ibadan, Ibadan, Oyo State	1990 - 1992
The Federal University of Technology, Akure, Ondo State	2000 – 2002
Caleb University, Imota Lagos State	2011 – 2015

DEGREES AND GRADES OBTAINED WITH DATE

West African School Certificate (W. A. S. C.) O/L	June 1986
Ordinary National Diploma (OND)	July 1989
Higher National Diploma (HND)	Oct 1992
Master Business Admin. (MBA)	March 2002
BSc. Quantity Surveying	June 2015

WORKING EXPERIENCE

Roughton International
2B Gurara Street
Ibrahim Abacha Estate
Wuse Zone 4, Abuja

Duties and Responsibilities
Resident Contract Specialist **May 2010 – PRESENT**
Nigerian Railway Network Rehabilitation

- Preparation of Interim Payment Valuation and Payment Certificate received from Contractors for all locations.
- Ensure that appropriate correspondence is maintained on all matters pertaining to contractual obligations.
- Scrutinize Contractor Claims prior to payment, and coordinate re-measurement on progress on works across the Country.
- Prepare internal reports, commercial progress and financial reconciliation.
- Supervise, Coordinate and develop assistant Quantity Surveyors for assigned projects.
- Liaise with Team Leader for travel and accommodation by individual contract QS's for site measurements as applicable and all related matters.

Deputy Chief Resident Engineer (in acting capacity when the CRE is not available):

- Manage costs in tandem with Team Leader
- Schedules: Review the programs and schedule of work prepared by Contractor and consult with the Client concerning acceptability.
- Attend meetings with the Contractor and other interested parties, such as progress meetings and other project-related meetings, Prepare and circulate copies of minutes thereof.
- Interpretation of Contract Documents: Advise the Client when clarifications and interpretations of the Contract Documents are required, and transmit to the Contractor clarifications and interpretations as issued by CLIENT.
- Consider and evaluate Contractor's proposals for modifications in Drawings or Specifications and report with recommendations to the Client Transmit to the Contractor, in writing, decisions as issued by the Client.
- Coordinate the RE's reports as Contract Records. Prepare departmental records for internal and external use.
- Furnish to the Client with Resident Engineer's reports, as required, of Progress of the Works and of Contractor's compliance with the approved Programs Specifications and Cash Flow forecasts.
- Draft and recommend to the Client any proposed Variations.
- Furnish to the Client copies of all inspection, test, and commissioning reports and certifications along with as-built etc.
- Review Applications for Payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to the Client, noting particularly the relationship of the payment requested to the work carried out as measured. Work completed and materials and equipment delivered at the Site but not incorporated in the Work.
- Manage staff in conjunction with the Team Leader

Senior Quantity Surveyor
Nigerian Port Authority Rail Network Rehabilitation

- Involved in scoping of the entire work, and preparation of tender documents
- Review the Contractors programs and schedule of work.
- Attend meetings all contract meeting
- Evaluate cost implication of identified variation to the work.
- Review Applications for Payment with the Contractor.

VISAFONE COMMUNICATIONS LIMITED
ZENON HOUSE (4TH FLOOR),
2 AJOSE ADEOGUN STREET
VICTORIA ISLAND LAGOS.

Quantity Surveyor **MARCH 2008 – March 2010**

- Preparation of Interim Payment Valuation and Payment Certificate.
- Liaise with the Acquisition department in establishing total budget for new site development.
- Ensure that appropriate correspondence is maintained on all matters pertaining to contractual obligations.
- Package of Contract Documentation, Award and administration of Office Developments Projects

- Scrutinize Contractor Claims prior to payment, and re-measurement Completed Project across the Country
- Assuring that site portions of all contracts are followed & fulfilled to the benefit of our client
- Management and settling of sub-contractor accounts and the preparation of schedules, analysis of tender documentation and the appraisal of estimate.

GRINAKER LTA CONSTRUCTION NIG LTD
234B, MURI OKUNOLA STREET,
VICTORIA ISLAND LAGOS.
Quantity Surveyor May 2005 – March 2008

- Preparation of Interim Payment Valuation and Payment Certificate.
- Site measurement of work done in establishing cost/value reconciliation
- Preparation of Cost Report.
- Evaluation of tender from subcontractor with the use of Construction Computer Software (CCS).
- Ensure that appropriate correspondence is maintained on all matters pertaining to contractual obligations
- Preparation of up to date Project Budget and Cash flow with the Project Manager.
- Ensure all Engineer Instructions and claims to the original scope of works are properly recorded, valued and notified to the Employer.
- Compile and submit interim applications for payment and agree such applications with the employers Representative.
- Chase Cheque collection from selected Clients
- Attend all site meetings, with Client Sub contractor, and consultant and prepare minute of meeting for the management use.

IPCO (NIG.) LTD
EDO HOUSE (3rd Floor)
PLOT 1225 BISHOP OLUWOLE STREET
VICTORIA ISLAND LAGOS.

Atlas Cove Depot Optimisation Project **May 2002 – May 2005{2+ year to date}**
Contract Administrator

- Responsible for Monthly Cost and Progress Reporting.
- Value Subcontract work and certify payment as necessary for approval by the Project Manager.
- Advise the Project Manager and other key project staff on all matters pertaining to contractual obligations and ensure that appropriate correspondence is maintained.
- Assist in establishment and updating of Project Budget and Cash flow with the Project Manager, ensure that site-costing system is established that accurately indicate financial progress of the Works.
- Ensure all variations and claims in the scope of works are properly recorded, valued and notified to the Employer.
- Compile and submit interim applications for payment and agree such applications with the employers Representative.
- Together with Project Manager and Engineering Manager examine all sub-contract bids.
- Attend and record meetings with the Employer's representative.

Bonny Export Terminal Project **Feb. 1996 – May 2002 {approx. 6years}**
Snr. Q/S Claims

- Involved in preparation and negotiation of Claims and Variations to Conceptual Design Package (CDP) to Bonny Export Terminal Project office based at Abuja.
- Evaluating and collating documents necessary for substantiation of claims and variations.
- Material take-off and scheduling, estimating and obtaining approval for placing orders with suppliers.
- Responsible for measurement of variation orders and preparation of interim valuations.
- Assisting with the preparation of Cash Flow, Cost/Value reconciliation and Monthly Cost Reports.
- Seconded to Atlas Cove Depot Optimisation Project as **Contract Administrator**.

Butanization Project **June 1993 – Feb. 1996 {approx. 3years}**
Site Quantity Surveyor

- Worked on all the three locations as site quantity surveying, duties not limited to purchasing of construction materials up to the tune of N5m.
- Prepare Weekly Site Progress Report.
- Perform all duties of commercial officer on site including issuing Purchase Order to vendor and making sure the consignments are received in accordance to the specification in the Purchase Order.
- Responsible for site measurements, measurement of variation orders.
- Seconded to Bonny Export Terminal Project – Eleme Port Harcourt as Site Q/S**.**

Naiger Quantity Surveyors **1992- 1993**
Calabar, Cross River State
Corp Member

- Preparing Bill of Quantities and Valuations for various construction works including Central Bank of Nigeria (CBN) quarters, Calabar.
- Involved in the tendering procedures and negotiation of Cross River Basin Authority Administrative block, a project employed by Cross River State Government.
- Preparation of Bill of Quantities.
- Weekly market surveys, attend various site meetings with principal partner.
- Involved in preparation of final Account of CBN project.

Ministry of Work and Transport **August 1989-June 1990**
Secretarial Building
Ibadan. Oyo State
Attaché

- Taking off, squaring abstracting extending priced bill of quantities, interim valuation and measurement of variation order.
- Collation of material prices (Material Survey) once in a month.
- Involved in work programming.

Aukay Partner **March-July 1989**
Mokola, Ibadan
Attaché

- Involved in taking off, squaring, extending priced bill of quantities.
- Involved in measurement and valuation and building up of price for tender.

ASA Partnership **Sept-Dec 1988**
Mokola, Ibadan
IT Student

- Responsible for site measurement and assisting with the preparation of interim valuation and measurement of variation order for 20 Local Government Secretariats in Oyo State.
- Checking arithmetical error in tender document.

MEMBERSHIP

- Nigerian Institute of Quantity Surveyors (MNIQS)
- Registered Quantity Surveyor
- Institute of Cost Management (ICM)
- Nigerian Institute of Management (Member)
- Royal Institute of Chartered Surveyors (Associate)
- Canadian Institute of Quantity Surveyor (Associate)

REFEREES

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