
Adetoun MASEYI CEC, RQS, MNIQS

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OBJECTIVE

Dependable individual with 10+ years of experience in Construction Estimation seek opportunity to utilize my skills, construction experience and education in Quantity Surveying to help organization in seeing the exact capital and time needed in starting and completing projects.

SUMMARY OF EXPERIENCE

Analytical Construction Estimator smart and skilled at providing construction cost to ensure value for money and timely delivery of projects in all aspect of construction. Competent monitoring construction cost and evaluation of project upon completion. Expert in negotiating prices and collecting bids. I am Loyal, resourceful and dedicated team player.

PROFESSIONAL EXPERIENCE

Project Quantity Surveyor/Business Development Manager (AGM)	Oct., 2015 – Date
Propertymart Real Estate Investment Ltd, Lagos, Nigeria.	

- Developing of Construction Budget Schedule (CBS) from the architectural and structural designs by calculating the specific amount of materials and labour required necessary in project completion. The projects range from four floors Apartment to Terraces to Semi Detached and other residential buildings and external works.
- Assisting in determining value of work done if is in accord with fund received monthly for all the three sites by constant project monitoring and writing a report thereof for the Monthly Performance Review (MPR).
- Coordinating tendering procedure, shortlist subcontractors, and Negotiating prices and issuing of Job Order (JB) to qualified vendors.
- Ensuring projects are meeting quality, time and cost
- Performing cost analysis on revised designs.
- Ensuring processes are followed and documented.
- Identification and establishing any deviation from the initial construction cost for all the projects
- Checking and approving road construction works.
- Regular valuations for payments on account at intervals stated in the contract and generating of financial statement for private clients.
- Resolution of site issues.

Project Coordinator	Sept., 2013 – Oct., 2015
Icon Cost Consulting, Lagos, Nigeria.	

- Estimated construction costs for residential, commercial and local government projects.
- Organized, directed and controlled project activities.
- Pre-qualify contractors and evaluated bids. Reviewed contractors quotations for reasonable pricing before recommended for approval.
- Coordinate with project team on cost estimates and project changes.

- Calculated cost estimates for labours, materials, contractors and subcontractors
- Effectively and accurately communicated relevant project information and status to the client and other stakeholders.
- Ensured clients' needs are met in a timely and cost effective manner.

Project Management Officer

Jun. 2012 – Sept., 2013

Landmark Africa, Lagos, Nigeria.

- Responsible for providing internal project cost estimates and development schedules of all projects of the Employer, its subsidiaries and affiliates ranging from Ten Million Naira to Seven Billion Naira.
- Assisted in tendering procedure, analysis and tender report for the selection of main contractor for the construction of Landmark Towers in Victoria Island, Lagos and other projects.
- Actively involved in the negotiation meeting and selection of subcontractors (HVAC, Pipe Services, Electrical services, Lift installation and ELV) for the Landmark Towers.
- Coordinated and project managed the construction of Landmark event Village, Victoria Island, Lagos up to superstructure using prefabricated building system.
- Monitored progress of work on site and submit progress reports when necessary detailing the status of each of the Projects, progress photographs, any issues identified, level of completion and views on the capabilities of the project team and the project program.
- Attend monthly project progress meetings and liaise with external consultants including architects, quantity surveyors, contractors etc; managed the consultants and request for payment approval for the project team.
- Identified potential cost overruns and advised on the cost required to complete construction and other remedial action;
- Co-ordinated feasibility studies in conjunction with the Group's Research Department.
- Provided an assessment of the design efficiency and suitability of the Projects after discussions with the design team;
- Ascertained that the Bill of Quantities (BOQs) for the Projects are feasible and reasonable and that the relevant building contract is based on the BOQs;
- Reviewed and ascertained that the schedule for each of the Projects including key dates and milestones that have been set are feasible and reasonable;
- Proactively identify issues that may affect project execution and successful completion of the Projects being embarked upon by the Employer and the Group;
- Advise on the adequacy of health and safety standards implemented at the Project sites;
- Produce a post-project evaluation report on the Projects which should capture all relevant lessons learnt from each Project;
- Assist in the preparation of tender documents and building contracts for various aspects of each of the Projects.

Project Quantity surveyor

Jan. 2007 – Jun. 2012

Cityscape International PLC, Lagos, Nigeria.

- Assisted in the development of Rainbow Town Development, Port Harcourt, Nigeria a Fifty Billion Naira project.
Activities Performed includes: Feasibility studies and Conceptual estimating; Cost Planning/Cost control Estimate; Project Budgeting; Functional cost analysis; Assembled of Tender packages; Tender Reviewed and Contractors selection; Recommended Project Valuation payments; Reviewed and negotiated Contractual Claims.
- Cost managed and controlled of Buena Vista Housing unit in Lekki, Nigeria

Activities Performed includes: Project management activities; Prepared bills of quantities; Evaluated materials and Labour cost; Responsible for monthly preparation of interim valuation; Coordinated project activities; Assisted both in contract and post contract stage of the project.

- Involved in more than Seventeen other projects both at pre contract stage and post contract stage

Project Quantity surveyor

Aug. 2005 – Sept. 2006

Open-Ended Ventures (Africa) Limited, Ibadan, Nigeria

- Project cost control and monitoring of the detailed design of Ilorin – Omuaran – Ajasse Ipo – Osun S/B Road in Nigeria. Design of 105Km roadway
Activities Performed include: Prepared Bills of Quantities and Bills of Engineering Measurement and Evaluation as well as cost estimates for the infrastructure work; Assisted in setup quality control to ascertain the achievement of a robust and qualitative design; Undertook subcontract negotiations and managed all outsourced activities.
- Refurbished work- conversion of garages to rooms at the University College Hospital (UCH), Ibadan, Nigeria.
Activities Performed include: Managed, supervised and coordinated the entire construction works; Conducted pre-bid negotiations with the subcontractors and suppliers; Verified subcontractors and suppliers payments; Procurement of materials; Prepared construction progress schedules; Recorded final unit prices for data reference.
- Prepared Bills of Quantities; Supervision and Coordination of projects; Constant advice on project planning and packaging; Regular assessment and evaluation on contractors' bills and works; Graphic presentation of program of works; Implemented cost cutting measures that increased our company profit by 10 percent on building refurbishment project.

Quantity surveyor

Feb. 2005 – July 2005

QUE-ESS POINT Associates, Lagos, Nigeria

- Prepared Bills of Quantities, materials schedule and cost estimate; Reviewed and negotiated Contractual Claims; Feasibility studies and Conceptual estimating; Cost Planning/Cost control Estimate; Assembled of Tender packages; Tender Reviewed and Contractor selection; Reviewed and recommended of Project progress payments; Responsible for monthly preparation of interim valuation on projects; Implemented new pricing methods that involve pure analysis of building material prices; Research and development; Project administration; Reporting to the Head of department.

Quantity surveyor (NYSC)

Sept. 2003 – Sept 2004

Ministry of Work, Katsina, Nigeria

- Assisted in Preparation of Bills of Quantities, materials schedule and cost estimate; Monitored the construction of the State Secretariat Complex; Attend site meetings.

Quantity surveyor (Trainee)

March. 1999 – April 2000

Union Bank of Nigeria, Ibadan, Nigeria

- Assisted in project monitoring for all the braches under the Ibadan Regional Office; Prepared estimate for minor repairs; Inspected the bank properties; Developed data base for all the vendors; Helped review vendors claims; Confirmed actual work done by vendors.

EDUCATION

Master of Science (M.Sc.) in Geographical Information System, University of Ibadan, Nigeria 2007
Higher National Diploma (HND) in Quantity Surveying, The Polytechnic Ibadan, Nigeria 2002

PROFESSIONAL MEMBERSHIP/CERTIFICATIONS

Construction Estimator Certified (CEC)-Canadian Institute of Quantity Surveyors (CIQS)

Registered Quantity Surveyor (RQS)-Quantity Surveyors Registration Board of Nigeria (QSRBN)

Chartered Quantity Surveyor –Nigeria Institute of Quantity Surveyors (NIQS)

SCHOOL PROJECTS, HONOURS AND AWARDS

- Logistics and Distribution Planning System for Efficient Marketing Activities, GIS as a tool using ArcView 3.2a Software with Network Analyst Extension and ArcInfo 3.2.1.-M.Sc 2007
- Management and maintenance of public buildings-HND 2002
- The roles of a Quantity Surveyor in Financial Institution –ND 1998
- Best Student-Department of Building/ Quantity Surveying-Osun State College of Technology, Esa-Oke-1998
- Honourable member Student Representation Council-Faculty of Environmental Studies Association-2002
- Two times Rotaract Club Secretary-1998 and 2002
- Member Nigeria Christian Corper's Fellowship-2004
- Vice-President NYSC-Environmental Protection Club-2004
- Honorary Award Certificate-Corps Welfare Association Katsina-August 2004

ACTIVITIES

President/Founder Ladies In Construction Initiative (LICI) - An initiative to create awareness, empowerment and support for women/girl child to have career in construction sector.