



SUMMARY

A Graduate with a Bachelor's Degree in Quantity Surveying. Proficient in preparing tenders, preparing the Bills of Quantities, managing calendars, organizing meetings and events, handling confidential documents, and communicating. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

University of Nairobi

Bachelor's Degree in Quantity Surveying
2018 – 2022

Strathmore University

International Computer Driving License
2018

Starehe Boy's Center and School

Kenya Certificate of Secondary Education
2014-2017

Carmelvale Catholic Primary School

Kenya Certificate of Primary Education
2004-2013

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROFESSIONAL EXPERIENCE

Assistant Quantity Surveyor

Toddy Civil Engineering Company 2019 - 2021

- Take off and preparation of Bills of Quantities.
- Preparing a Tender
- Site visits to Chuka District Hospital
- Tasked with learning QSCad, ArchiCad, and WinQS

Quantity Surveyor / Assistant Clerk of Works

Gathura Investments 2021- 2022

- Incharge of labour and making sure all the working staff are present
- Incharge of site materials and making sure all the paid materials and equipments are available and up to standard
- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization

Quantity Surveyor

Bintech Enterprises 2022- 2023

- Tasked with preparation of Bill of Quantities
- Conducting feasibility studies on sites to estimate materials, time and labour.

Quantity Surveyor

ORAD Group 2024-present

- Tasked with preparation of Bill of Quantities
- Site manager.
- Project manager.
- Cost estimation

References

Eng. Anthony Mwaura
CEO, Toddy Civil Engineering Company
info@toddy.co.ke
+254720269224

Eng. Stanley Gathura
CEO, Gathura Investments Ltd
+254702734773

QS Binott Tirop
Director, Bintech Enterprises Company
P.O.BOX 107, Mogotio
+254723029275