

Charles Terrence

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charlesmcterrence@gmail.com

3rd July 2024

The Managing Director/CEO
National Housing Corporation

*P.O. Box 30257-0010,
Nairobi.*

Job Reference: Quantity Surveyor

I am writing to express my interest in the Quantity Surveying role at your cooperation, I believe my skills and knowledge make me an excellent fit for the position. I am incredibly passionate about helping you meet the required goals and have quality standards. I have a strong understanding of the current trends and innovative solutions in the industry. I excel in cost management, project management and the procuring process. My skills have helped me develop a sharp eye for detail and a creative approach to problem-solving. I am a highly motivated individual who is eager to contribute to the success of the team. I am confident that my abilities and experience make me an ideal candidate for the role and I look forward to discussing my qualifications further in the interview process. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

Charles Terrence

Charles Terrence

DISTRICT
RACHUONYO NORTH
DIVISION
KARACHUONYO 'E'
LOCATION
KARACHUONYO 'C'
SUB-LOCATION
KONYANGO



PRINCIPAL REGISTRAR'S SIGN

T0305544625

IDKYA7020816765<<4341<<<<<4712
0004101M1910072<B037358143H<<6
CHARLES<TERRENCE<ODHIAMBO<<<<<

JAMHURI YA KENYA

SERIAL NUMBER: **702081676**

FULL NAMES:

CHARLES TERRENCE ODHIAMBO



REPUBLIC OF KENYA

ID NUMBER: **37358143**

DATE OF BIRTH

10. 04. 2000

SEX

MALE

DISTRICT OF BIRTH

SEME

PLACE OF ISSUE

HDM CBD

DATE OF ISSUE

07. 10. 2019



HOLDER'S SIGN

Charles Terrence Odhiambo





DD010898

UNIVERSITY OF NAIROBI

This is to certify that

Charles Terrence Odhiambo

having satisfied the requirements
for the award of the degree of the

BACHELOR OF QUANTITY SURVEYING

Second Class Honours (Lower Division)

was admitted to the degree
at a Congregation held at
this University on the

Twenty Second Day of September in the Year

2023

VICE-CHANCELLOR



DEPUTY VICE-CHANCELLOR
(ACADEMIC AFFAIRS)

B66/130621/2018

B23011036

The Kenya National Examinations Council



KENYA CERTIFICATE OF PRIMARY EDUCATION

KCPE

This is to certify that the candidate named below sat for the Kenya Certificate of Primary Education examination and qualified for the award of this certificate. The candidate attained the subject grades shown below.

NAME: ODHIAMBO CHARLES TERENCE
SCHOOL: CARMELVALE CATHOLIC

20408073/049
20408073

GRADE

ENGLISH LANGUAGE
KISWAHILI
MATHEMATICS
SCIENCE
SOCIAL STUDIES AND RELIGIOUS EDUCATION

A
B- (MINUS)
A
A- (MINUS)
B+ (PLUS)

EXAMINATION OF 2013
PRINTED : 141023:11004233



Secretary

Kenya National Examinations Council

Chairman

Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE /13 1265825



The Kenya National Examinations Council

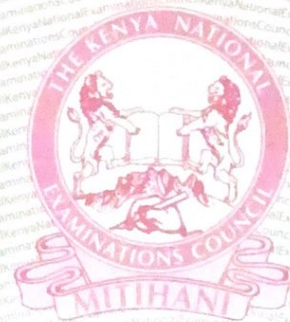


KENYA CERTIFICATE OF SECONDARY EDUCATION

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects shown and attained the grades indicated.



20400004/217



NAME: ODHIAMBO CHARLES TERENCE
STAREHE BOYS' CENTRE & SCHOOL

M1 20400004/217

SUBJECT

101 ENGLISH
102 KISWAHILI
121 MATHEMATICS
231 BIOLOGY
232 PHYSICS
233 CHEMISTRY
312 GEOGRAPHY
565 BUSINESS STUDIES

GRADE

C+ (PLUS)
B- (MINUS)
A
C (PLAIN)
C+ (PLUS)
B+ (PLUS)
B (PLAIN)
B (PLAIN)

SUBJECTS NAMED EIGHT MEAN GRADE B (PLAIN)
EXAMINATION OF YEAR 2017
PRINTED : 180720:18531140



[Signature]

Chief Executive Officer
Kenya National Examinations Council



[Signature]

Chairman
Kenya National Examinations Council

This is a secure document printed using special paper and inks.
Please hold it up to the UV light to verify that the word BARAZA LA MITIHANI and the "ORIGINAL" embedded thread can be seen through the paper.
Not valid without a hologram.

(See overleaf for conditions of issue)

KCSE/17 2799742





**STAREHE BOYS' CENTRE
SCHOOL & INSTITUTE**

P.O. BOX 30178 – 00100, NAIROBI, KENYA

Leaving Certificate

This is to certify that:

School Number: STB/13932

TERRENCE CHARLES ODHIAMBO

Enrolled in Starehe on 27th January 2014 and was placed in
FORM ONE and cleared on the 30th November 2017 from FORM FOUR

Having completed the approved course for the
Kenya Certificate for Secondary Education

Date of Birth: 10th April 2000

Terrence possesses good academic ability, he worked diligently and achieved examination results consistent with his ability and effort.

He played Football, Handball, Badminton and Swimming. He was prominent in Cohesion Club and also a member of the Drama, Journalism, Debate Clubs and the Scout Movement.

Terrence is a capable young man of good character, hardworking and responsible.

Signature of Pupil

Date of issue: 4th June 2018

.....
Director

This certificate was issued without any erasure or alteration whatsoever.

Only valid when authentic Starehe seal is in place and visible

CURRICULUM VITAE

PERSONAL INFORMATION.

NAME: Odhiambo Charles Terrence

GENDER: MALE

DATE OF BIRTH: 10th APRIL 2000

RELIGION: CHRISTIAN

MOBILE NUMBER: +254713128820

EMAIL ADDRESS: charlesmcterrence@gmail.com

SPOKEN LANGUAGES: ENGLISH, KISWAHILI

PERSONAL CAREER OBJECTIVES.

- To secure an opportunity to fully utilize my knowledge and skills while making a significant contribution to the success of your institution.
- Seeking a position as an Assistant Quantity Surveyor and get sufficient work experience as well as skills to become a licensed Quantity Surveyor.

EDUCATION BACKGROUND.

2018-2023: UNIVERSITY OF NAIROBI

BACHELOR'S DEGREE IN QUANTITY SURVEYING

SECOND CLASS HONORS: LOWER DIVISION

2014-2017: STAREHE BOY'S CENTER AND SCHOOL

KENYA CERTIFICATE OF SECONDARY EDUCATION

GRADE: B

2004-2013: CARMELVALE CATHOLIC PRIMARY SCHOOL

KENYA CERTIFICATE OF PRIMARY EDUCATION

WORK EXPERIENCE

January 2024 – Present

1. I have worked as a consultant Assistant Quantity Surveyor at the ORAD Group where I was tasked with the following duties.

- Taking off measurements and Preparation of Bills of Quantities for contracting purposes as well as Bank financing.
- Conducting feasibility studies to estimate materials, time and labour costs.
- Preparation of contract and tender documents, such as bills of quantities, rates and schedule of works.
- Identification and weighing of commercial risks.
- Preparation and evaluating Tenders and Tender negotiation for sub-contracting works.
- Analyzing on a range of legal and contractual issues.

February 2023 – January 2024

2. Worked as a Graduate Quantity Surveyor at Bintech Contactors Company
 - Responsible of Preparation of Bill of Quantity for various projects including demolitions and maintenance.
 - Conducting feasibility studies on sites so as to estimate materials, time and labour.
 - Creating tender documents, such as bills of quantities, rates as well as schedules.
 - Coordination of team work effort between the design team to ensure financial accuracy.
 - Valuation completed work for payment purpose

May 2022 – December 2022

3. Worked as an Assistant clerk of works at Gathura Investments at Muthaiga Heights

- I had the opportunity to learn on the importance of quality in construction especially on the walling and its finishes, floor finishes, plumbing works, electrical works and fittings
- I learnt the organization of a project into the component work packages as well as sub-contractors and ensuring the value for money for the work component is achieved.
- Learnt on how to manage cost variations and cost checks on both relevant materials and labour.
- Familiarized on the valuation of construction work process.
- Valuing for completed works and arranging for payments.

May 2019- September 2019

4. Worked as an attaché at Toddy Civil Engineering Ltd in Nairobi

- I familiarized with the measurement of various elements through various designs to come up with provisional cost estimates.
- I learnt to come up with preliminary cost estimates through the preparation of bill of quantities.

ADDITIONAL QUALITIES.

1. I am a member in good standing of the Institute of Quantity Surveyors of Kenya (IQSK)
2. Proficient with relevant Quantity Surveyor software such as Planswift, Ms. Excel and Archicad
3. Ability to work independently and as a team.
4. Detail oriented
5. Strong time management

REFERENCES.

Eng. Anthony Mwaura

CEO, Toddy Civil Engineering Ltd.

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

Arch Muthoga C.K

CEO, ORAD Group

itsoradgroup@gmail.com

+25472186761