

olamiruqoya@gmail.com

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08138514822

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Abuja

Hello sir,

I am writing to apply for the position of a Project Supervisor. I am a recent graduate of Kaduna Polytechnic, having studied Quantity Surveying and completing a year of primary assignment at Beehive Global Concept Ltd. as part of their Quantity Surveying Team.

Alongside my academic knowledge, my yearlong placement has afforded me a significant practical experience in areas such as valuations, material and labour mobilization, taking-off quantities, analyses and report writing on tendering process. I also gained insight into claims and contracts administration and documentations.

I am now looking to sharpen my skills and learn further in this field and would be grateful for the opportunity to discuss my application further.

Kind regards,

Busari Rukayat O.

BUSARI RUKAYAT OLASUNKANMI

olamiruqoya@gmail.com | +2348138514822 | Abuja

ABOUT ME

I am a critical thinker, a problem solver with a relatively high proficiency in reading, writing, comprehension and corporate communication. My career has thus far allowed a rich mix of experience cutting through real estate, contract administration, consultancy, contracting and project management.

WORK EXPERIENCE

1.00 Beehive Global Concepts Ltd.

Entry level | Quantity Surveyor

Abuja, Nigeria

2022-05-01 | Till Date

Projects:

- Construction of 1 Storey for the faculty of Mass Communication in Abia State University.
- Construction of Federal Science and Technical College, Dengi, Plateau state.
- Construction of Blocks of Classrooms in Kaduna (world Bank AGILE Projects), Kaduna State.
- Construction of a Guest House, Asaba, Delta State.
- Construction of SABC Nisa Premier Hospital, Maitama, Abuja.
- Construction of a 3-bedroom residential building in Apo, Abuja.
- Construction of Police Station in Bakono, Nasarawa state.
- Construction of a 5-unit 3-bedroom residential apartment in Wuye, Abuja.

Responsibilities:

- Assist in measuring and valuing variation for additional work.
- Contract documentations.
- Preparation of final account.
- Preparation of analyses and report on selection of tendering contractors - Taking-off quantities.
- Taking of physical measurements of actual works - Preparation of as-built Bill of Quantities. - Labour and material mobilization - site supervision.

2.00 Expedite Engineering Ltd.

Internship | Quantity Surveyor

Abuja, Nigeria

2015-09-01 | 2016-01-30

Projects:

- Construction of 2 units of 4-bedroom apartment in EFAB Estate, Karsana, Abuja.

Responsibilities:

- Taking-off quantities.
- Taking Inventories.
- Labour and material mobilization - site supervision.

JOB SKILLS

Critical thinking

Problem solving

Project implementation

Tech savvy

Monitoring and controlling

LANGUAGE SKILLS

Yoruba

English

EDUCATION

Kaduna polytechnic, Kaduna State.
HND | HND Quantity Surveying. 2021

Kwara State polytechnic, Ilorin.
OND | OND Quantity Surveying. 2016

Government Secondary School Byhazin, Abuja.
High School (S.S.C.E) | O level certificate. 2013

L.E.A. Kubwa I, Abuja.
First School Leaving Certificate. 2007

ASSOCIATIONS

Nigerian Institute of Quantity Surveyors: Probational Member

Nigerian Institute of Quantity Surveyors (Abuja Chapter): Member

CERTIFICATES & AWARDS

Health, Safety and Environment: Certificate | 2022

Human Resources Management: Certificate | 2022

Project Management: Certificate | 2022