olamiruqoya@gmail.com || 08138514822 || 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