**Mr Ken Miusni**

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**PERSONAL PROFILE**

I am currently working as an Quantity Surveyor. I am a mature, conscientious and positive person with good life skills; I place a particular emphasis on time management and adapt well to changes.

WORK EXPERIENCE

Quantity Surveyor – September 2017 - Present

Ramsay Shepherd Ltd. Refurbishment Works.

##### Responsibilities:

* Being one of two Quantity Surveyors in the family run business to price and run all the work that comes into the business.
* Ensuring projects are profitable and producing my own CVR figures every month, which I report to the owner.
* Raise orders to subcontractors for every job including individual SOR’s for different contractors.
* Undertake site visits prior to works commencing to evaluate extent of works, during works to make pick up any variations and a final account site visit.
* Sign off all invoices at the end of each job from every sub-contractor, this can be time consuming as I check every detail to make sure all is correct
* Creating programmes for every job using Microsoft Project, this can vary from 3 weeks to 8 weeks depending on the works.
* Having to build up my own rates for highly bespoke items of joinery.
* Developing relationships with clients and also looking out for new clients due to the size of the business.
* Running the national Specsavers contract which accounts for more than 50% of the turnover.
* In this role I have been tasked several times with being the face of the company and been sent to meetings to meet high end clients. This has given me great experience and I feel I have benefitted from this.

Quantity Surveyor – September 2015 – September 2017

Forrest Works Construction

##### Responsibilities:

* Being one of three Quantity Surveyors
* Ensuring projects are profitable and producing my own figures every month, which I report to my Operations Director.
* Raise orders to subcontractors for every job including individual SOR’s for different contractors.
* Undertake site visits prior to works commencing to evaluate extent of works, during works to make pick up any variations and a final account site visit.
* Sign off all invoices at the end of each job from every sub-contractor, this requires a lot of time checking variations are all correct and measurements.
* Creating programmes for every job using Microsoft Project, this can be vary from 3 weeks to 8 weeks depending on the works.
* Attending pre-start meetings to run through the details of the jobs and to bring all the sub-contractors together.
* To agree all contracted costs and final accounts with the client QS for every job.
* Since being in this role I have also completed the Contracts Manager role from start to finish to develop my experience.

Assistant Quantity Surveyor – August 2011 – September 2015

Waldon Cole Ltd

##### Responsibilities:

* Being the only commercial support in an Asset team.
* Ensuring projects are profitable and producing my own CVR figures every month, which I report to my Commercial Director.
* Raise orders to subcontractors if needed.
* Input into our financial system
* Undertake site visits prior to works commencing to evaluate extent of works.
* Work to produce estimates and reports to our client.
* Programme Development Commercial Lead is also a role I fulfil, in which i produce forward work plan and forecasts to let the client know how much we plan on spending in each financial year.

Trainee Quantity Surveyor – January 2009–July 2011

Excel Property Services (UK) Ltd

##### Responsibilities:

* Seeing jobs from the start to finish, inclusive of pricing and invoicing
* Ensuring projects are profitable and produce data to my line manager every month which we review as a team.
* Booking, logging and checking operatives wages and making sure they reconcile with our target controls.
* Raise applications and interim applications for payment if needed.
* Input into our financial system ‘SAP’
* Getting involved in national bids and bid writing
* Looking after jobs worth in excess of £100k