**MODOU NJIE**

27 Turnstone Road

Bloxwich

Walsall

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**PERSONAL PROFILE**

A self-motivated quantity surveyor working as part of a busy team managing all aspect of costs relating to both house building and civil engineering projects. Having a proven track record of managing costs of projects and enhancing value for money to achieve the required standards and quality.

With excellent ability to plan ahead when working on construction projects I can communicate effectively with both partners and subcontractors would be an asset to any employer who respects loyalty and responsibility, I am ambitious to join a growing company to progress with career as a quantity surveyor.

**EDUCATION**

PGcert Construction Project Management 2017

BSc Commercial Management & Quantity surveying (2.1) 2011-2016

The Prize for the society of construction & Quantity surveyor's award 2016

National Diploma in construction (DMM) 2009-2011

Fist Diploma in Construction (M) 2008-2009

First Diploma in Sports (M) 2007-2008

GCSE’S Maths, English, Science

**WORK EXPERIENCE**

**QUANTITY SURVEYOR (Diamond Facilities Support) – SEPT 2017- Presents**

RESPONSIBILITIES

* Subcontract invoicing
* Appoint and manage professionals such as engineers
* Undertake project validation,
* Produce and issue tender documentation
* Client valuations
* Manage tender processes
* Undertake contract administration, management and works monitoring
* Liaise with the operations department, client organisations, FM Contractors.

**ASSISTANT QUANTITY SURVEYOR (Keepmoat Homes Midlands) - JUNE 2014 TO MARCH 2017**

RESPONSIBILITIES

\* Assisting the QS with commercial administration and management on a number of live projects and at pre-construction phase

\* Monthly CVR reviews, subcontractor’s orders, and budget control, using Coins AQ, measure all works accurately

\* Sub-contract procurement and commercial management

\* Management and control of sub-contract accounts and variation account

\* Preparation of documentation and the like for valuation, procurement or commercial administration

\* Assisting and liaising with the buyers on materials procurement and buying opportunities

\* Supporting the QS in the management the day to day cost control, monitoring and reporting

\* Assist the QS with subcontractor selection and ensure the chosen subcontractor has the appropriate order and information to carry out their work

\* Assisting the QS over contractual issues and take action as required

\* Measure progress, assist in submitting valuations, final accounts and retention release and monitor receipt of payment in a timely manner

\* Process subcontractor requests for payment

\* Assist in completing a monthly cost / valuation report and cash flow for the designation projects

\* Where appropriate, assist with estimates and negotiations for future projects or phases

\* Logical and audible collation of supporting financial documentation

\* Attend project and company related meetings

\* Assist in ensuring company with Health & Safety

\* Ensure timely cash flow management for the Client and the group, and the supply change

\* Assisting the development and training of trainee surveyors

**TRAINEE QUANTITY SURVEYOR (Keepmoat Homes Midlands) NOVEMBER 2013 TO JUNE 2014**

RESPONSIBILITIES

\* Carrying out monthly valuations and recording of materials on site.

\* Producing tenders, and obtaining quotes, and then analysing the tenders.

\* Measurement, certification and agreement of subcontractor accounts.

\* Measure works for payment and final account purposes.

\* Record and agree of extra works and day works.

**UNDERGRADUATE TRAINEE (Gambia Engineering Consultancy LTD) JUNE 2011 TO SEPTEMBER 2011**

RESPONSIBILITIES (Operative)

\* Road maintenance works

\* Measuring up and taking off drawings

\* Valuation of works operatives carried out

\* Working directly with cost mangers and civil engineers

\* Liaising with all departments

\* Solving queries from both contractors and internal department

\* re-surfacing repairing potholes

\* cracks laying pavements and Krebs

**SECURITY OFFICER (OCS Security) FEBRUARY 2011 TO JUNE 2011**

RESPONSIBILITIES

\* Monitoring premises to ensure security of access

\* Checks doors and windows of buildings to ensure they are tightly closed and locked

\* Responds to alarms and dispatched calls; decides what actions to take based on situation

\* Decides when incident requires written report; decides which report form to use and submits to supervisor

**AREAS OF EXPERTISE**

Value management, Procurement strategy, Cost control, Change control, Commercial management, Infrastructure Project management, Feasibility studies, value engineering.

**HOBBIES/INTEREST**

I am a big fan of sports, but I don't allow it to have interference in my professional job. I enjoy playing football, and watching boxing in my spear time

**REFERENCES** – Available on request.