

# David Okiki Akoko

**IQSK Registered Quantity Surveyor Technician**

Registered quantity surveyor technician with +5 years of experience in varied and multi-disciplinary work set ups. Well conversed, detail-oriented and willing to learn more, I am proficient at building and maintaining professional relationships. My greatest strength is in providing practical solutions and standardizing administrative procedures. I hold a Diploma in Quantity Surveying.

## PROFESSIONAL EXPERIENCE

**2017 March to Present: Estimator, Quantity Surveying Technician Independent Practice.**

### Duties as Estimator

- Prepare work to be estimated by studying proposals, specifications, and interpreting all designs and related documents.
- Identify, cost and allocate labour, material and time requirements by creating a work breakdown structure from elements in the bills of quantities.
- Prepare special reports by collecting, analyzing, and summarizing information and trends during the project execution phase for situational awareness and assessment.
- Determine contractual financial, technical and operational risks and find opportunities to mitigate risks and maximize project financial value.
- Advising client(s) on contractual and technical matters with respect to building economics.

### Duties as Quantity Surveyor Technician

- Prepare bills of quantities and schedule of materials.
- Draft periodic valuations and conduct site re-measurements.
- Prepare variation orders and final accounts.
- Conducting project supervision, cost analysis and cost planning in progress and completed projects.
- Attend to site matters in meetings regards progress and disputes with resolutions communicated to relevant parties for approval.

### Achievements

- Prepared and submitted successfully financial proposals of over Kshs. 150 Million for financing.

### Personal Data

Postal address  
P. O. Box 58092-  
00200,  
Nairobi.  
Kenya.

### Cell phone:

+254-753-046-115

Email:

[dave.okiki@gmail.com](mailto:dave.okiki@gmail.com)

### Nationality:

Kenyan

### National ID Number:

27352947

### Key skills:

Negotiation  
Financial appraisal  
Measurement  
Business  
Communication  
Computer Literacy

### Competencies:

Leadership  
Cost planning and control  
Estimation  
Conflict Resolution  
Valuation  
Documentation

- Obtained technical skills in joinery and wood work finishing.

**2014 April-2017 March: Construction Project Coordinator  
Erdemann Property Limited**

**Duties**

- Oversaw, managed and coordinated project documentation revisions and distribution.
- Prepared standard project status reports for the project delivery team, client and management. Reports typically included status update, budget, schedule and risk.
- Coordinated and scheduled meetings and communication plan(s) regarding projects among the team and/or client.
- Administered contracts, included attending tender openings, issuing letters of acceptance, updating tender tracking log, setting up tender opening dates and drafting evaluation criteria.
- Processed documentation for project implementation (i.e. agreements; contracts; work authorizations; purchase orders)
- Assisted project manager in maintaining project metrics for key performance indicators and service level agreements.
- Assisted with project administration deliverables (i.e. meeting minutes; budget appraisals; schedule updates; site management; closeout)
- Other duties assigned by Project Manager and Managing Director.

**Achievements**

- Actively and successfully participated till completion and hand over of the Kshs. 4 Billion Lake Basin Development Complex.
- Streamlined and conceptualized project communication channels and prepared a structure for both internal and external stakeholders.

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**2013 January – 2014 April: Site Quantity Surveyor  
CATIC International Kenya Limited**

**Duties**

- Prepared tender documents, bills of quantities, valuation certificates and final accounts.
- Formulated projects budget projections, cash flow forecasts, cost benefit analysis, and risk mitigation analysis documents.
- Drafted site meeting minutes, reports, and instructions and/or approvals for financial appraisals.
- Attend to clients' queries related to the project and liaise with sub-contractors on site matters arising.
- Prepared work programmes and tracked progress using work breakdown structure modules on the programme and valuation of work basis.

**Languages:**  
English  
Kiswahili

### **Achievements**

- Upgraded the company's computer aided work protocol and introduced efficient measures of conducting measurements aspects off designs.
- Maintained the company's reputation and always upheld its work ethic.

### **2012 May - December: Projects Quantity Surveyor Cost Plan Quantity Surveyors Limited**

#### **Duties**

- Taking off measurements from design drawings
- Prepared project charter, bills of quantities, valuation certificates and final accounts
- Drafted site meeting minutes, status updates and WBS schedules.
- Liaised with consultants and sub-contractors on deliverables and design reviews.
- Other duties assigned to me by a partner.

#### **Achievements**

- Acquired computer aided measurement skills, business acumen and negotiation skills as a conflict resolution mechanism.

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#### **EDUCATION:**

Feb – April 2016:	University of Adelaide Certificate in Project management(Distinction)
June – July 2012:	Bell Institute Certificate in CAD Design (AutoCAD/ArchiCAD)-Distinction
2009 – 2012:	Kenya Polytechnic University College Diploma in Quantity Surveying (Upper Credit)
2004 – 2007:	Kitwii Secondary School Kenya Certificate of Secondary Education (B plain)

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#### **HOBBIES:**

Reading books, watching movies, listening to music, cooking and playing contact sports

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#### **REFEREES:**

Available upon request.

