

KWASIMA, Feyisetan

Lagos, NIGERIA

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Dear Hiring Manager,

I am a Chartered Civil/Structural Engineer and Project Manager with over 11 years' experience and seasoned expertise in Project Management and Planning, Infrastructure Design and Planning, Management, Administration and Coordination; Construction Advisory and Supervision; including expertise in Operations, Strategy and Logistics Management, Business Development and Management, Property Development, Procurement, and Contract Management. I am a Registered Engineer with the Nigerian Society of Engineers and the Council for the Regulation of Engineering in Nigeria, in addition, I hold a Project Management Certification in PRINCE2® Foundation and Practitioner, UK.

I partner with teams to develop and deploy strategic, innovative and creative solutions to field and workplace challenges, whilst providing leadership structure and direction to teams and clusters in the organization. I am passionate, detail and goal oriented, self and result driven with the "can-do" attitude to work. I am professionally versatile with Technical, Analytical, Leadership, Managerial, Administrative, Logical and Collaborative skillsets. I am very productive with minimal supervision both as a team player and a Manager, enabling me to work with my own discretion especially within certain parameters approved by the organization. My performance is effective even within a highly challenging work environment, resulting in a measurable efficiency of cost, budget, time, resources and the people. I have a good understanding of Organizational Culture, Change Management, Goals and Values, Collaborative and Stakeholders Management; and I am interested in developing more professional expertise, as well as adding premium value for your organizational growth, expansion, and sustainability. I bring onboard core values to your organization by creating and developing workable strategies for measurable, positive, impactful outcomes through my engineering expertise, Managerial and Leadership experience, Technical skills and continual professional improvement and upskilling.

I hold a Postgraduate Degree (M.sc) in Civil Engineering (Structures) from the University of Lagos and a Bachelor of Science Degree (B.sc) in Civil Engineering from the University of Ibadan, and a National Diploma in the same course from the Lagos State Polytechnic, including several other professional trainings for learning and development.

I have industry-based knowledge and expertise in Civil, Infrastructural and Structural Engineering; Project Management & Administration; Construction Advisory and Engineering; Business Development and Procurement; Real Estate Planning and Development; Engineering Management; Design and Maintenance of Building structures; Health, Safety, Environment and Quality Management; Commercial Tendering and Negotiations; Strategy and Operations Management; Facility Management; Property Development; Structural Integrity, Assessment and Evaluation; Project Coordination and Planning.

I am confident that the skillsets and expertise I have honed in my present and previous positions have prepared me for this opportunity. Kindly review my attached resume for additional details on my expertise, experience and achievements.

Thank you for your time and kind consideration. I look forward to speaking with you about this employment opportunity.

Yours faithfully,

KWASIMA, Feyisetan

Encl.

KWASIMA, Feyisetan

Civil/Structural Engineering /Project Management,
Coordination & Development

PROFESSIONAL SUMMARY

I am a Civil/Structural Engineer with over 11 years of work experience and expertise in Project Planning, Management, and Engineering, Administration, Technical Coordination, and Construction Advisory, as well as Facility Management and Planning, Business Development, Organizational Strategy and Operations Management, Property Development, Procurement, and Contract Management. I am interested in developing more professional expertise, as well as adding premium value for organizational growth, expansion, and sustainability. I am passionate, detail and goal oriented, self and result driven. I am professionally flexible and versatile with Technical, Analytical, Administrative, Managerial, Logical, Leadership and Collaborative skills. I am very productive with minimal supervision both as a team player and a Manager. I work with my own discretion especially within certain parameters approved by the organization structure and policies. I have a good understanding of Organizational Culture, Goals and Values, People and Stakeholders Management. I am interested in building and upskilling on my extensive range of technical skills and knowledge within a suitably challenging role; and to continually develop the already achieved knowledge, expertise and skills for better productivity.

PROFESSIONAL SKILLS

Civil/Structural Engineering; Contract and Engineering Management; Project Development, Engineering, Administration and Management, Business Development; Procurement, Construction Supervision and Monitoring, Operations Management, Quality Assurance and Control, Project Coordination and Advisory, Infrastructure Planning.

CAREER SUMMARY

2017 -Till Date: Montego Upstream Services Limited, Lagos: **Contracts & Project Manager**

Job Description/Key Responsibilities

- Project Coordination and Management of Oil and Gas Upstream activities.
- Technical Review of Project Deliverables
- Contract Management and Administration
- Project Follow-up, Monitoring and Control
- Project Performance Evaluation and Reporting
- Cost Control, Benchmarking and Budgeting
- Technical Coordination of relevant stakeholders within the Engineering, Construction, Installation, Procurement and Commissioning Project sphere
- Engineering coordination of specifications, drawings, details and documentation
- Vendor Management and Coordination of Procurement processes.
- Project supervision and Project site optimization
- Client Engagement and coordination
- Environmental Impact Assessment and Evaluation.
- Enforcement of HSEQ Policies on Project Sites
- QMS: QA/QC Review of Works: Quality Assessment and Integrity Evaluation of works

- Site Coordination, Inspection and Management.
- Project Stakeholders Engagement

Key Achievements

- Consistently ensuring a successful on-time/in-budget completion of Projects & Infrastructural Designs, Procurement of Materials/Services and Contractual Awards.
- Ensuring and implementing full compliance to HSEQ on site & Quality Criteria and Acceptance of all Project Deliverables, and recorded zero casualties or non-conformance.
- Consistently developing and reviewing an Integrated, Functional and Efficient Project Management Structure, Control and Strategy for the Organization.
- Facilitating Onboarding Technical Training to new Management staff
- Currently leading over a 20-man Team and Clusters on various projects and subprojects.

2017 -2021 House of Freedom, Lagos: Lead Projects Coordinator/Engineer

Job Description/Key Responsibilities

- Project Engineering Design Development
- Design Conceptualization, Documentation and Implementation
- Project Planning, Scheduling Management & Advisory
- Contract Management, Administration and Risk Management
- Technical Coordination, Planning and Review of Engineering Designs, Details and Specifications.
- Project Management & Performance Evaluation and Review- Tracking, Monitoring and Control: including Event and Time-driven Reporting systems.
- Cost Estimation, Scope, Budget and Quality Management
- Commercial Tendering & Bidding, Procurement & Award Processes
- Stakeholders Liaison, Management, Representation and Follow-up: including Sponsors, Project Board, Government Agencies and Parastatals, Support Business Teams.
- Management Coordination of Consultants and Contractors/Sub-contractors
- Property Management, Development, Renovation and Retrofitting.
- Environmental Impact Assessment and Evaluation.
- Enforcement of HSEQ Policies on Project Sites

- QMS: QA/QC Review of Works: Quality Assessment and Integrity Evaluation of works
- Site Coordination, Inspection and Management.

Key Achievements

- Consistently ensuring a successful on-time/in-budget completion of Projects & Infrastructural Designs, Procurement of Materials/Services and Contractual Awards.
- Monitoring and ensuring cost/scope compliance to about 25% or more reduction in lead time and cost control on Project timelines and budget.
- Led and coordinated a Team of Consultants and Major Stakeholders for a successful Contract Management Resolution Meeting in UAE.
- Ensuring and implementing full compliance to HSEQ on site & Quality Criteria and Acceptance of all Project Deliverables, and recorded zero casualties or non-conformance.
- Consistently developing and reviewing an Integrated, Functional and Efficient Project Management Structure, Control and Strategy for the Organization.
- Facilitating Onboarding Technical Training to new Management staff
- Currently leading over a 70-man Team and Clusters on various projects and subprojects.

2014 – 2017 AIM Consultants Ltd., Lagos: Senior Assistant Manager, Project Engineering & Contracts

Job Description/Key Responsibilities

- Project Engineering Design Coordination, Development and Planning
- Construction Planning, Management & Advisory
- Contract Management, Administration & Assessment
- Technical Coordination, Management, Strategic Planning and Review of Engineering Designs, Details, Specifications with Stakeholders
- Project Performance Evaluation and Review-Tracking, Monitoring and Control
- Infrastructure Maintenance and Management
- Property Management, Development, Renovation and Retrofitting.
- Project Tendering, Procurement and Commercial Award processes
- Facility Planning, Development and Operations Management
- Management of Architectural competitions and Engineering Design optimization
- Enforcement of HSEQ Policies on Project Sites
- QMS: QA/QC Review of Works
- Cost Estimation, Project Budgeting & Control
- Communication Development and Data & Information Management
- Development and Creation of Expression of Interest, Technical and Commercial Documentation

- Research, Team Training & Development
- Relationship Management with Relevant Team of Consultants and Stakeholders
- Site Visit, Inspection and Project Progress Reporting
- Building Diagnostics: Conducting Non-destructive & Destructive Tests.

Key Achievements

- Successfully spearheaded a team to facilitate and secure a Multimillion Dollar Highway Project in Sierra Leone
- Partnered and collaborated with Process Owners to obtain the Organization's ISO 9001 QMS Certification
- Led a successful team of over 50 team members directly and indirectly for on-time and in-budget Project Design, Delivery and Closure
- Optimized reduction of cost and lead time through efficient Project Management Strategy and Engineering & Technical Review and Planning of Details and Specifications of Drawings.
- Developed and incorporated a seamless Project Tracking System, Quality Control and Assurance and Project follow-up and key deliverables of ongoing and future projects

2011 – 2014 ENCON International Ltd., Lagos: Lead Project Engineer

Job Description/Key Responsibilities

- Front End Engineering Designs Development
- Reconnaissance Surveying and Technical Reporting
- Structural Design and Analysing of elements and components
- Project Management, Appraisal, Administration and Strategy
- Strategic Planning, Scheduling, Projects Logistics and Administrative Operations.
- Construction Management, Supervision and Engineering.
- Project Tendering, Procurement and Contract Administration and Award processes
- Building Diagnostics: Conducting Non-destructive & Structural integrity tests on structural elements using the Schmidt Hammer, Ultrasonic Velocity Testing Machine.
- Project Performance Evaluation and Review-Tracking, Monitoring and Control
- Quality Management System: Quality Planning, Control and Assurance & Value Engineering.
- Cost Control, Budgeting & Project Estimate Assessment.
- Facility Planning, Development and Operations Management; Business and Organization Development.

- Shoreline Protection Design, Advisory and Feasibility Studies.
- Implementation of HSEQ Policies on Project Sites
- Adherence and Compliance to ISO Standards
- Environmental Impact Assessment and Evaluation
- Site Optimization, Coordination & Planning
- Client Liaison and Stakeholders Management

Key Achievements

- Successfully spearheaded the Project Engineering Department and delivered several projects within timelines, scope, dependencies and budget.
- Partnered with several Process Owners to obtain the Organization's ISO 9001 QMS Certification
- Developed and implemented a functional Project Management Strategy for the reduction of cost and overall project lead time through Planning, Monitoring & Control.
- Initiated and maintained a functional and sustainable Recruitment, Career Development and Training Strategy for the organization.
- Led a successful team and clusters of over 50 team members directly and indirectly for on-time and in-budget Project Design, Delivery and Closure.

2010 – 2011 ENCON International Ltd., Lagos: Assistant Project Engineer

Job Description/Key Responsibilities

- Front End Engineering Designs Development
- Project Management, Appraisal, Administration and Strategy using spreadsheets, Primavera, Microsoft Project
- Structural Design and Analysing of elements and components
- Construction Management, Supervision and Engineering.
- Building Diagnostics: Conducting Non-destructive & Structural integrity tests on structural elements using the Schmidt Hammer, Ultrasonic Velocity Testing Machine
- Coordination and attendance of General site meetings.
- Implementation of HSEQ Policies on Project Sites
- Facilities Management, Property Development, Renovation and Retrofitting.
- Environmental Impact Assessment and Evaluation
- Site Optimization, Coordination & Planning
- Operations and Administrative Support

- Quality Management System: Quality Planning, Control and Assurance: Value Engineering.
- Material Scheduling, Batching and Inventory Planning
- Cost Control, Budgeting & Project Estimate Assessment.

Key Achievements

- Developed and implemented effective Project Tracking, Monitoring and Follow-up for ongoing Projects.
- Led a successful team of over 30 team members directly and indirectly for on-time and in-budget Project Design, Delivery and Closure
- Successfully coordinated and facilitated a general training for the whole Organization
- Initiated and sustained a sustainable training and recruitment system for new Hires, Trainee Engineers and Interns.

2007 – 2009 ENCON International Ltd., Lagos: Trainee Engineer

Job Description/Key Responsibilities

- Structural Designs and Analysis of Building and Infrastructural Developments
- Drafting & Interpreting drawings in AutoCAD for basic constructional details, design and analysis.
- Cost and Material Estimation, Scheduling, Planning for Budgeting control, and project valuation and variation benchmarking.
- Scope and Specification Schedule for cost budgeting, inventory and procurement processes
- Traffic Studies and Environmental Impact Assessment.

- Technical Review of Engineering Projects with Team Lead
- Construction Supervision and Project Monitoring
- Site Operations and Planning
- Project Management and Follow up
- Representing the company at general meetings

Key Achievements

- Most Accomplished Trainee Support
- Successfully completed and delivered a Project without cost overrun and extension of time.
- Led a few teams of no less than 8 members.

2003 - 2006 Belstruct Limited, Lagos: Trainee Engineer

Job Description/Key Responsibilities

- Construction Management and Engineering
- Project Management, Supervision and Monitoring
- Supervising and maintaining Project sites
- Scheduling of work programs to meet up deadlines
- Interpreting Architectural and Structural drawings to basic constructional concepts on site.
- Organising site meetings, inspections and visits
- Purchasing and procuring of Construction materials and tools
- Financial Disbursement, Management, Compensation and Benefits to workers

- Material Scheduling, Batching and Inventory Planning
- Cost Control, Budgeting & Project Estimate Assessment.

Key Achievements

- Delivered outstanding Technical and Advisory support to the Team Lead for the Construction of a Bank in Kebbi State.
- Implemented a Project Control Method for Construction Operations on site.

EDUCATION & QUALIFICATION

International Business Management Institute (Berlin, Germany)

- *Strategy & Operations (Certificate)*

Metropolitan School of Business & Management (UK)

- *Strategic System Analysis & Design (Certificate)*

University of Lagos, Lagos

- *Civil Engineering (Structures) (M.sc)*

University of Ibadan, Ibadan

- *Civil Engineering (B.sc, Second Class Upper Division)*

Lagos State Polytechnic, Lagos

- *Civil Engineering (ND, Upper Credit Division)*

BATIDO Systems, Lagos

- *Diploma in Desktop Publishing and Application*

Lagos City College, Lagos

- *Senior School Certificate*

COMPUTER SKILLS

MS Office including: Word, Excel, Word Perfect, Access, Project, Power Point Presentation, Publisher; Prima Vera, Staad Pro, Geo5 v11, Prokon, Civil Soft, RCC, Orion R14-18, Prota Structure, Robot, Tedds, Tekla Structural Designer, etc.

MEMBERSHIPS

- 2015 Council for the Regulation of Engineering in Nigeria (COREN) - 30516
- 2014 Member, Nigerian Society of Engineers (NSE) - 31969
- 2014 Member, Nigerian Institute of Civil Engineers - 01638
- 2011 Member, International Association for Bridge & Structural Engineering (IABSE) - 432565
- 2005 Student Member, Institute of Civil Engineers (ICE)
- 2004 Student Member, American Society of Civil Engineers (ASCE)

PROFESSIONAL TRAININGS & CERTIFICATION

- Road Safety Audit (RSA);
- Structural Modelling of Multi-Story buildings;
- Quality Control Assurance;
- Project Planning & Control;
- Quality Management Systems;
- Project Management (PMP);
- PRINCE2 (Foundation and Practitioner);
- Health, Safety & Environment;
- Strategy & Operations
- Workplace Safety and Health
- Principles of Occupational Health and Safety Management Systems
- Technical Writing & Presentation;
- Quality, Risk, Procurement and Project Closeout;
- Supply Chain Management;
- Strategic System Analysis & Design;
- Operations Management: Facility Planning & Management;
- Construction Management & Project Delivery;
- Lean Six Sigma Foundation etc.

INTERPERSONAL SKILLS

- Effective Technical, Analytical, and Engineering
- Sound Project Management, Coordination and Reporting skills
- Good time management skills, and clear attention to details and information
- Effective and efficient Managerial, Administrative, Strategy and Operations skills
- In-depth understanding and easy adjustment to Change Management, Organizational Culture, Leadership, Structure & Vision.
- Effective Budgeting, Costing and Negotiation skills
- Team Leadership, Team Building, Group Facilitation and Collaborative skills
- Conflict Management and Resolution
- Good understanding of Public and Private Partnerships; Relationship and Stakeholders Management
- Effective Communication Management Approach and Technical presentation skills
- Business Development and Public Relations Management skills.

PAPER PRESENTATION

Effect of Diesel Oil Contamination on Soil Natural Recharge of Groundwater - KWASIMA, Oluwatosin Feyisetan (2009)
A published Report submitted in partial fulfilment for the award of B.Sc (Hons) Degree at the department of Civil Engineering, Faculty of Technology, University of Ibadan.

Strength Indices of Reinforced Laterized Concrete Beams Having Cement Partially Replaced With Corn Husk Ash - KWASIMA, Oluwatosin Feyisetan (2014). An Unpublished Report submitted in partial fulfilment for the award of M.Sc (Structures Options) Degree at the department of Civil & Environmental Engineering, University of Lagos.

REFERENCES

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