OLISAH OLUMIDE MICHAEL

QUANTITY SURVEYOR | PROJECT MANAGER | PROCUREMENT

+234 810 000 0503 • olisaholumide@yahoo.com

PROFESSIONAL PROFILE

Olisah Olumide Michael is a Quantity Surveyor, Project Manager and Procurement professional with extensive experience in construction cost management, budgeting, tender and contract documentation, bills of quantities, valuations, variation claims and project monitoring. His experience spans public service and private-sector construction, including work with the Lagos State Government, Carvelda Project Limited and the Ministry of Works and Infrastructure. He is committed to sound financial control, cost efficiency, accountability and effective collaboration with clients, contractors and other built-environment professionals.

PROFESSIONAL QUALIFICATIONS

- Nigerian Institute of Quantity Surveyors (NIQS), 2023
- Quantity Surveyors Registration Board of Nigeria (QSRBN), 2024
- Chartered Institute of Project Management (CIPM), 2018
- Chartered Institute of Contract Project and Facility Management (CFPM), 2018

CORE EXPERTISE

Construction cost planning and control • Bills of quantities • Budgeting and cost forecasting • Tendering and contract administration • Valuations and variation claims • Procurement and contractor coordination • Site monitoring and project reporting, Drone Pilot.

EDUCATION

Higher National Diploma (HND), Quantity Surveying — Federal Polytechnic Offa, Kwara State (2015–2017)
National Diploma, Quantity Surveying — Federal Polytechnic Offa, Kwara State (2011–2014)

OLUMIDE MICHAEL OLISAH

QUANTITY SURVEYOR | PROJECT MANAGER | PROCUREMENT OFFICER

+234 810 000 0503 | olisaholumide@yahoo.com
27, Lawani Street, Off Unilag Road, Onitiri, Yaba, Lagos

PERSONAL BIODATA

Full Name	Olumide Michael Olisah
Date of Birth	13th April, 1992
Nationality	Nigerian
State of Origin	Kwara State
Marital Status	Married
Professional Title	Quantity Surveyor, Project Manager and Procurement Officer
Phone Number	+234 810 000 0503
Email Address	olisaholumide@yahoo.com
Residential Address	27, Lawani Street, Off Unilag Road, Onitiri, Yaba, Lagos

CAREER PROFILE

A professional Quantity Surveyor and Procurement Officer with hands-on experience in construction cost monitoring, supplier evaluation, contract negotiation, cost-efficient purchasing, budgeting, and project cost control. Experienced in preparing bills of quantities, tender documents, contracts, valuations, and budgets, as well as coordinating with clients, contractors, subcontractors, engineers, architects, and project managers.

EMPLOYMENT HISTORY

Quantity Surveyor | Lagos State Government (LASTMA) *(2018–Present)*

- Forecast material costs and prepare tender documents, contracts, budgets, and bills of quantities.
- Track design and construction changes and update budget projections.
- Procure or coordinate contractor and subcontractor services; measure and value completed work and administer payments.
- Liaise with clients, site managers, project managers, and other construction professionals.
- Monitor staff service delivery and recommend disciplinary measures to management where necessary.

Quantity Surveyor | Carvelda Project Limited, Lagos *(2015–2018)*

- Lead cost estimation and budgeting; conduct feasibility studies and prepare valuations, variation claims, and bills of quantities.
- Support contract administration, record-keeping, compliance inspections, and project planning with contractors and design professionals.
- Conduct site visits to monitor progress and quality, and apply cost-control strategies to reduce budget overruns.
- Prepare tender documents, contracts, budgets, and other project documentation; track design changes and revise cost projections.

Quantity Surveyor | Ministry of Works and Infrastructure, Lagos State Government *(2013–2014)*

- Liaised with site managers, clients, contractors, and subcontractors.
- Prepared reports, analyses, contracts, budgets, risk assessments, and related documents.
- Tracked materials, arranged replenishment when required, and documented design changes for budget updates.

EDUCATION

- Higher National Diploma (HND), Quantity Surveying — Federal Polytechnic Offa, Kwara State (2015–2017)

- National Diploma, Quantity Surveying — Federal Polytechnic Offa, Kwara State (2011–2014)
- Senior Secondary School Certificate (WASSCE) — Ipee Baptist Grammar School, Ipee, Kwara State (2001–2007)

PROFESSIONAL QUALIFICATIONS

- Nigeria Institute of Quantity Surveyors (NIQS) — 2023
- Quantity Surveyors Registration Board of Nigeria (QSRBN) — 2024
- Chartered Institute Project Management (CIPM) — 2018
- Chartered Institute of Contract Project and Facility Management (CFMP) — 2018

PROFESSIONAL TRAINING & WORKSHOPS

- NIQS National Workshop (2015): Measurement and Cost Management of Engineering Infrastructure Projects
- NIQS 2nd Research Conference (2015): Research, Theory and Practice in Quantity Surveying for a Sustainable Built Environment
- NIQS AGM (2018): Quality Management and Control of Quantity Surveying Duties
- NIQS BGM (2019): Nationalism or Globalization: Whither the Nigerian Economy
- NIQS AGM (2020): Cost Management of Mechanical & Electrical Services in High-Rise Buildings
- Association of Quantity Surveyors in Public Service Workshop (2021): Domestication of BESMM4R for Bills of Quantities
- NIQS BGM (2021): Climate Change and Global Disasters; Sustainable Infrastructure
- NIQS Osun State Chapter National Workshop: Cost Management of Mechanical, Electrical and Piping Installations in Oil and Gas Projects
- NIQS AGM (2022): Infrastructure Cost Management—Contemporary Issues and Emerging Trends
- NIQS BGM (2023): Integrated Cost Management Solutions for Sustainable Infrastructure Projects
- Young Quantity Surveyor Forum (July 2024): Mitigating the Impact of Inflation on Construction Project Delivery

SKILLS

- Quantity surveying and cost management
- Budgeting, financial and numerical management
- Microsoft/Google office tools, including Word, Forms, and Slides
- Office administration and customer relations
- Problem-solving, innovation, and creativity
- Verbal and written communication
- Teamwork and stakeholder coordination

NIQS LAGOS CHAPTER

MANIFESTO

FOR THE OFFICE OF FINANCIAL SECRETARY

OLISAH OLUMIDE MICHEAL, MNIQS, RQS

TRANSPARENCY • ACCOUNTABILITY • FINANCIAL DISCIPLINE

MY VISION

To build a culture of transparent, accurate, timely, and accountable financial administration that strengthens members' confidence and supports the sustainable growth of NIQS Lagos Chapter.

MY MISSION

To serve with integrity, professionalism, diligence, and teamwork—ensuring that financial records are reliable, transactions are properly documented, and financial information is handled responsibly in line with the Chapter's constitution, approved procedures, and applicable policies.

MY KEY COMMITMENTS

1. Accurate and Up-to-Date Records

Maintain clear, complete, and well-organised records of receipts, dues, levies, donations, and other financial transactions, with appropriate supporting documentation.

2. Transparency and Accountability

Provide timely financial information and reports to the appropriate officers and committees, and support proper review and reconciliation of records.

3. Efficient Tracking of Members' Payments

Promote a reliable system for recording members' payments and issuing or confirming acknowledgements in coordination with the officers responsible for receiving and holding funds.

4. Strong Collaboration with the Treasurer and Executive Committee

Work collaboratively with the Treasurer, Chairman, and other officers, respecting defined roles, authorisation procedures, and checks and balances.

5. Financial Discipline and Responsible Spending

Support careful monitoring of income and expenditure, proper documentation of approved expenses, and the use of Chapter resources for authorised purposes.

6. Timely Reports and Reconciliation

Encourage regular reconciliation of records and submission of reports within agreed timelines, so that the executive committee can make informed decisions.

7. Secure and Accessible Record-Keeping

Promote orderly physical and digital record-keeping, with appropriate safeguards for confidential information and access for authorised officers.

8. Continuous Improvement

Identify practical ways to improve record-keeping, reporting, and administrative efficiency, while respecting existing NIQS Lagos rules and approved systems.

MY FIRST PRIORITIES

- Review existing financial record-keeping processes and identify areas for improvement.
- Work with the appropriate officers to establish a consistent schedule for recording, reconciliation, and reporting.
- Ensure that supporting documents are properly filed and can be retrieved by authorised officers when needed.
- Promote clear communication about payment records and the process for resolving discrepancies.

MY PLEDGE TO MEMBERS

I understand that the office of Financial Secretary is a position of trust and service. I will approach the responsibility with humility, fairness, professionalism, and respect for the rules of our Institute. I will work with the executive team and members to strengthen confidence in our financial administration, while remaining committed to accuracy, confidentiality, and accountability.

"EVERY KOBO ACCOUNTED FOR. EVERY RECORD ACCURATE. EVERY RESPONSIBILITY HANDLED WITH INTEGRITY."

OLISAH OLUMIDE MICHEAL, MNIQS, RQS

Candidate for Financial Secretary • NIQS Lagos Chapter