

RASHIDAT DAMILOLA DUROJAYE

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Professional Summary

Business driven professional with 3+ years of experience delivering complex, cost sensitive projects in highly structured environments. Strong background in requirements gathering, stakeholder management, data analysis, and execution planning. Proven ability to work cross functionally, translate business needs into actionable plans, and support data driven decision making across the delivery lifecycle. Leveraging expertise in scope planning, budget ownership and stake holder alignment to build scalable products that aligns with business goals.

KEY ACHIEVEMENTS

- Owned planning and tracking of complex project budgets, enabling data driven prioritization improving forecast accuracy by 10% and supporting informed stakeholder decisions making.
- Translated business and stakeholder requirements into clear execution plans and driving delivering timeline across cross functional teams by 20%.
- Identified operational inefficiencies early and implemented corrective actions, reducing delivery risk and cost variance by 15%
- Partnered with engineering, design, procurement, and finance stakeholders to align execution with business objectives and accelerating delivering cycles by 20%

CORE SKILLS

- Strategic Coordination, Executive Support, Operations Management, Performance Reporting, Dashboard Tracking, Cross Functional Execution, Process Improvement, Analytical Thinking, Communication, Attention to Detail

Project Quantity Surveyor (Project and Operation Management) Blue Square Limited – Lagos, Nigeria July 2024 – Present

- Owned end to end budget management for high rise residential projects (76 housing units), ensuring alignment with business goals and stakeholder expectations through consistent collaboration and coordination.
- Collaborated with architects, engineers and finance teams to translate project requirements into actionable execution plans, maintaining great communication skills across cross functional teams.
- Built and maintained inventory and cost tracking systems, improving data accuracy and enabling real time reporting to support cross team visibility and alignment.
- Produced monthly stock, cost, and forecast reports for leadership, supporting informed planning and decision making through clear data presentation and communication.

- Conducted monthly financial reconciliations to ensure transparency, compliance and audit readiness, supporting accountability and stakeholder confidence.

Assistant Quantity Surveyor (Cross functional coordination and analytics) Kasnoii

Luxury Home – Lagos, Nigeria February 2022 – March 2024

- Managed procurement workflows for construction materials, coordinating vendors to meet delivery timelines through effective communication and coordination.
- Prepared weekly cost, inventory, and variance reports to support management decisions through clear reporting and analytical thinking.
- Worked closely with project managers, architects, engineers, and procurement teams to maintain alignment across functions and support cross functional collaboration.
- Reviewed Bills of Quantities (BOQ) to validate accuracy and prevent scope or cost discrepancies through attention to detail and risk awareness.
- Supported continuous process improvements in cost tracking and reporting practice through collaboration and ongoing performance review.

EDUCATION

Higher National Diploma (HND), Quantity Surveying
Yaba College of Technology, Lagos | 2017 – 2019

National Diploma (ND), Quantity Surveying
The Polytechnic Ibadan | 2013 – 2015

Technical Skills

- Jira
- Slack
- Google Suite
- Microsoft Excel
- Trello

Soft Skills

- Excellent Communication and Interpersonal skills
- Demonstrated leadership skill
- Critical thinking skills
- Good negotiation skills
- Great team management skills