

**Postal Address:**

C/o\_Frank Bill Valentine.

P.O Box VL063, Valelevu, Nasinu

**Mobile:** *Fiji* (+679) 8918006

**Email:** [billboy.fbv@gmail.com](mailto:billboy.fbv@gmail.com)

**FRANK BILL VALENTINE**

**Date of Birth:** 06 April 1988

**Place of Birth:** Lautoka Hospital

**Age:** 33

**1.1 QUALIFICATIONS****Tertiary Institute.**

- Graduate Diploma in Civil Engineering, Fiji Institute of Technology, 2007-2008
- Completed Two Units in Advanced Diploma in Civil Engineering, Fiji National University, 2010.

**Sundries.**

- Technical Member of the Fiji Institute of Quantity Surveyors.
- Technical member of the Institution of Engineers Papua New Guinea Inc
- Group 2 Driving License.

**2.0 FIELDS OF SPECIAL COMPETENCE**

- Auto-CAD drafting using Auto-CAD 2007-2012 program. Shop drawings for precast panels, trusses, As-builts, etc.
- Tender Preparation, Material Costing & Takeoff, etc.
- Preparing and submitting RFI's & Submissions.
- Assistant Project Manager, Contract Administration, sub-contractors follow up, preparing monthly project budget/cash flows, claims etc.

**3.0 RELEVANT EXPERIENCE**

I have spent 13 years work experience specializing in multiple site operations in construction, renovation, project implementation, subcontractor letting & selection, supervision, cost controls. My professional background includes more than 13 years of drafting, estimating/quantity surveying, design, engineering, construction, site work, rehabilitation in Retail/Commercial/Industrial Construction, with significant

---

Dip. Civil Engineering [2007]

Adv. Civil Engineering [2010]

Technical Member of the Fiji Institute of Quantity Surveyors [2014]

Technical member of the Institution of Engineers Papua New[2017]

#### 4.0 **BRIEF SUMMARY (JOB DESCRIPTION)**

Year	Company Name	Field	Scopes / Responsibilities
2008-2010	Ian Macallan Engineers	Engineering	<ul style="list-style-type: none"> <li>Assisted in the design given by the engineer with calculation, etc</li> <li>Drawings, documentation and compilation of all related drawings</li> <li>Site visits and compile reports</li> <li>Liaise with client on design options and preferences</li> </ul>
2011	Engineered Designs	Engineering	same as above
2012-2014	Western Builder Limited	Estimating & Construction	<ul style="list-style-type: none"> <li>Auto-CAD drafting using Auto-CAD 2007-2012 program. Shop drawings for precast panels, trusses, As-builts, etc.</li> <li>Tender Preparation, Material Costing &amp; Takeoff, etc. (using buildsoft program or excel)</li> <li>Preparing and submitting RFI's &amp; Submissions.</li> <li>Budget breakdown, sub-contractors follow up, preparing monthly claims, etc.</li> </ul>
2012-2014	Kartika Joinery, Plumbing & Constructions	Estimating & Construction	same as above
2015-2017	Pacific Building Solutions	Estimating & Construction	same as above
2018 to present	Sinclair Brook (Fiji) Pte Ltd	Project Management	<ul style="list-style-type: none"> <li>Procurement - getting quotations, placing/preparing order &amp; closing invoices</li> <li>RFI/Submissions – preparing/sending &amp; compiling</li> <li>Drafting – preparing asbuilts drawings, civil works, structures &amp; site measure up</li> <li>Shop drawings – joinery works, precast concrete panels &amp; structural steels</li> <li>Estimating – preparing tender documents, takeoff bills of quantities, variations, etc</li> <li>Subcontractors – preparing contracts, monitor work progress &amp; certifying claims</li> <li>Site administration – preparing work program/schedule, EOT, monthly progress claims, subcontractors works, suppliers follow ups, etc</li> <li>Programs - I am well versed with all Microsoft programs, auto cad/sketch up (drafting) and buildsoft (estimating).</li> </ul>

---

Dip. Civil Engineering [2007]

Adv. Civil Engineering [2010]

Technical Member of the Fiji Institute of Quantity Surveyors [2014]

Technical member of the Institution of Engineers Papua New[2017]

## **5.0 WORK EXPERIENCE.**

### **a. Major Projects (\$5m - \$60m)**

- MHCC Tower 17 level Complex (\$60m)
- FNPF Proposed Commercial Bldg, (\$26m)
- FMF New Biscuit Factory, (\$18m)
- Travel World Accommodations Resort (\$18m)
- Suva New Remand Center (\$13m)
- Laucala Island Resort, Winston Rehabilitation. (\$5.5m)
- Tabua Plaza Development (\$5.2m)

### **b. Minor Projects (\$0.5m - \$5m)**

- Lyndhurst Factory (\$4m)
- Quest Apartment Expansion, Level 5, Suva Central Bldg (\$4m)
- Holiday Inn Suva Proposed Room Refurbishment (\$3m)
- Duadua Resort, Volivoli, \$3.2m)
- New ANZ Office Fitout, Solomon (\$1.9m)
- Proposed Executive Property for Mr. Nath, Deuba (\$1.5m)
- BETA Investments Ltd, Industrial Development, (\$1.5m)
- Proposed Residence for Mr. Avinash Singh at Lot 74, Pac. Harbour (\$1.5m)
- Parliament Relocation to Government Building, Suva (\$1.2m)
- Westpac PNG Branches (Joinery Fitouts - \$1m)
- Proposed Student Hostel, Lot 1, Grantham Road, Suva (\$1m)
- USP Lecture Theatre (\$1m)
- Replace of existing conveyor gantry for Pacific Cement Factory (\$0.85m)
- APTC Ganilau House - Level 4 & 5 (\$0.6m)
- Proposed New Classroom Blocks for Nasinu Muslim School (\$0.6m)
- USP State Foreshore Stormwater Drainage (\$0.5m)
- WSC 148/2012\_ New Tribunal Court (\$0.5m)
- Government Building Entrance & Tower Clock (\$0.



# FIJI INSTITUTE OF TECHNOLOGY

Having successfully completed the prescribed course of study

Frank Bill Valentine

has been awarded the

## Diploma

in

Civil Engineering



Issued under the seal of the institution

this 4<sup>th</sup> day of December 2009.

D/ 09 No 08985

Date 04/12/09

CHAIRMAN OF COUNCIL

DIRECTOR

Dip. Civil Engineering [2007]  
Adv. Civil Engineering [2010]

Technical Member of the Fiji Institute of Quantity Surveyors [2014]  
Technical member of the Institution of Engineers Papua New[2017]



Name: Frank Bill Valentine  
Address: PO Box 28, Waiyevo  
Waiyevo  
Taveuni

Student ID: 2007002737

27-Nov-2009

**Program Diploma in Civil Engineering**

Unit Code	Unit Name	Pass	Fail	Credit	
B3143	Construction Technology	A		10	2007 SEMESTER1
B4177	Construction Drawing	A		15	2007 SEMESTER1
B4248	Construction Materials	B		15	2007 SEMESTER2
B4274	Surveying Procedures for C & E	B+		12	2007 SEMESTER2
B4247	Computer Aided Draughting	A+		15	2007 SEMESTER2
B4283	Civil Engineering Construction Technol	B		12	2007 SEMESTER2
B4272	Theory of Structures 1	A		15	2007 SEMESTER2
B4173	Construction Science	B		10	2007 SEMESTER1
B3144	Computing	B+		11	2007 SEMESTER1
G4303	Occupation Health & Safety 3	B		8	2007 SEMESTER1
B5487	Hydraulics	A		10	2008 Semester2
B5451	Contract Management 4	C		10	2008 Semester2
B5479	Highway Engineering	C		10	2008 Semester2
B527 1	Engineering Mathematics III	B		10	2007 SEMESTER2
B5482	Measurement of CE Works	A		10	2008 Semester2
B5375	Structural Design 1	A		10	2008 Semester1
B5374	Engineering Surveying	B		10	2008 Semester1
B4387	Hydraulics & FM 1	B		10	2008 Semester1
B2101	Technical Communication	B		10	2007 SEMESTER1
B4171	Engineering Maths I	A		10	2007 SEMESTER1
B5488	Design Project 4	B+		10	2008 Semester2
B5475	Structural Design B	A		10	2008 Semester2
B5378	Geology & Soil Mechanics	B+		10	2008 Semester1
B5372	Theory of Structures 2	A+		10	2008 Semester1
B4349	Building Services 3	C		10	2008 Semester1

Total Credits : 273

Total Program Credits Required : 240

GPA : 3.40

  
Dr. Ganesh Chand



Any changes or Alterations of the above will invalidate the results

Www.fit.ac.fj

Dip. Civil Engineering [2007]

Adv. Civil Engineering [2010]

Technical Member of the Fiji Institute of Quantity Surveyors [2014]

Technical member of the Institution of Engineers Papua New[2017]





FIJI INSTITUTE OF  
QUANTITY  
SURVEYORS

## FIJI INSTITUTE OF QUANTITY SURVEYORS

This is to certify that

*Frank Bill Valentine*

has now been classified as a

**Technical Member**

and as such is entitled to the distinctive letters

**F.I.Q.S. Tech. Member**

**Certificate No.008** issued subject to the Constitution &  
Rules of the Fiji Institute of  
Quantity Surveyors and remain the property of  
FIQS at all times

issued 1st September 2014

**PRESIDENT**

**SECRETARY**



National Training & Productivity Centre

# Certificate of Attainment

Awarded to

**Frank Bill Valentine**

of

**Pacific Building Solutions Limited**

who has undertaken and passed the prescribed  
requirements of the following course

**Budgeting for Projects**

**21 - 22 April 2016**

Acting Director  
National Training & Productivity Centre

Registrar



Date of Issue: 16

Cert. No. 2016001

---

Dip. Civil Engineering [2007]

Adv. Civil Engineering [2010]

Technical Member of the Fiji Institute of Quantity Surveyors [2014]

Technical member of the Institution of Engineers Papua New[2017]



FIJI NATIONAL  
UNIVERSITY

National Training & Productivity Centre

# Certificate of Attainment

Awarded to

**Frank Bill Valentine**

of

**Pacific Building Solutions Limited**

who has undertaken and passed the prescribed  
requirements of the following course

**Project Quality Management**

**18 - 19 May 2016**

Acting Director  
National Training & Productivity Centre

Registrar



Date of Issue: 22 Ju

Cert. No. 201606A

Dip. Civil Engineering [2007]

Adv. Civil Engineering [2010]

Technical Member of the Fiji Institute of Quantity Surveyors [2014]

Technical member of the Institution of Engineers Papua New[2017]





**INSTITUTION OF  
ENGINEERS  
PAPUA NEW GUINEA INC.**

### General Mission Statement

The Institution is dedicated to enhancing the quality of life of the people of Papua New Guinea by the responsible and creative application of engineering.

### Mission to the Community

The Institution's mission to the community is as follows:

- Advance the practice of engineering in the interests of the safety, well being and the quality of life of members of the community.
- Promote an engineering management and practice style that will ensure sustainable development of the environment.
- Assure the community of the quality of the engineering profession by a continuous process of accreditation of qualifications and monitoring the competency standards of the profession.

### Mission to Members

The Institution's mission to its members is as follows:

- Determine and encourage high technical and ethical standards.
- Sustain standards with ethics and discipline.
- Encourage innovative solutions.
- Facilitate the acquisition and sharing of knowledge.
- Represent their interests.

### Office of the Chief Executive Officer

Post Office Box 881,  
Waglan NCD 131  
Phone: 325 8763 or 325 8765;  
Fax: 325 8718;  
Website: [www.iepng.org.pg](http://www.iepng.org.pg)  
Email: [BenMick@iepng.org.pg](mailto:BenMick@iepng.org.pg)

22nd August 2017

**Manager - Work Permits Processing**  
Department of Labour & Industrial Relations  
Foreign Employment Division  
P.O. Box 5644  
BOROKO NCD

Attention: Ms Diana Killion

Dear Ms Killion,

### Application for Registration and Membership for Mr. Frank Bill VALENTINE

I hereby advise that the application by **Mr. Frank Bill VALENTINE** for Professional Registration with the Professional Engineers Registration Board (PERB) and Financial Membership to the Institution of Engineers (IEPNG) has been assessed.

Mr. VALENTINE, has met all the necessary requirements and WILL be registered.

Please issue work permit for a period of THREE years.

The Membership Application reference number is: 9878

Please proceed to process the Work Permit application.

Please contact the office on the address given, should you require further help.

Yours sincerely,

for  
**BENEDICT MICK**  
**CHIEF EXECUTIVE OFFICER.**



Cc: *Jovita Alison Kenni – HR & Security Manager  
Hornibrook NGL Ltd*