

SUMMARY PROFILE

I am a diligent team player who is passionate, purpose driven and goal oriented with a keen interest in operations and facility management. This has guided my trajectory, skills and experience so far as I have robust experiences in facility management and by virtue of additional responsibilities and growth, Operations management. Having me in your team will guarantee optimal performance in operations and/or facility management thereby driving the organization to attain its primary goal while optimizing customer satisfaction.

COMPETENCIES & SKILLS

- Excellent Project Management Skills
- Procurement, vendor and Inventory management
- IT support skills
- Communication & Interpersonal skills
- Problem solving skills
- Logistics/fleet management
- Organizing safety training and drills
- Auditing
- Electrical Installation
- Adaptability and Resilience
- Competent in MS word, excel, power point, google suites and others like Asana, Odoo, Notion
- Cash reconciliation & Budget management
- Proactive

PROFESSIONAL EXPERIENCE

OCTOBER 2022 – JANUARY 2025

SENIOR OFFICER FACILITY

EHA CLINICS, Abuja

- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders and tasks.
- Sourcing and onboarding quality vendors as needed by the organization.
- Training and supervision of the stewards and security staff to ensure excellent delivery and compliance.
- Facilitating safety training for the whole team and organizing timed drills to foster understanding.
- Performing daily checks as required to ensure machines and equipment are functioning and in optimal condition.
- Identifying needs with regards to the facility and proffering solutions before it escalates.
- Collate and presents monthly KPI's, identify incident, perform RCAs to proffer corrective and future preventive measure.
- Implement preventive measures and monitor outcomes overtime
- Managed routine repairs and maintenance of company facilities, including maintenance of company vehicles.
- Managed approved vendors and liaised with them on routine and preventive maintenance checks for company facilities.
- Ensured prompt payment of rent and utility bills to relevant bodies and authorities to ensure consistent and smooth running of the organization.
- Troubleshooting and fixing electrical system failures or fault.
- Tagging of organization properties including equipment for proper inventory. This extends to store management for supplies and consumables
- Train security staff and carry out mock drills with the team on security compliance protocol and workplace safety.
- Collaborate and participate with the executive management team on yearly budget forecasting, allocation and plan.
- Supervised and managed new start-ups from design to completion with regards to structural design, arrangement and space set up.

Some notable achievements include

- Drove a QI project that cuts down the cost of org-wide printing by 50% across our different locations.
- Streamline transportation process to minimize budget.

JULY 2021 - JULY 2022

ADMINISTRATIVE OFFICER (CLO)

National Youth Service Corps, FCT-Abuja

- Executed assigned tasks by the Local Government Inspector (LGI) and other officials within the Local Government Area (LGA).
- Attended to requests and inquiries from corps members, ensuring their concerns were addressed promptly and effectively.
- Organized Community Development Service (CDS) meetings and outreaches, fostering collaboration and community engagement.

FEBRUARY 2018 - JUNE 2021

ELECTRICIAN

Daystool Power Services, Lagos State

- Installed and maintained electrical systems for commercial and residential client's buildings, including lightning and power distribution.
- Ensured compliance with electrical codes, regulations and safety standards throughout all projects.
- Troubleshoot and repaired faulty electrical wiring systems in customer's buildings, effectively resolving issues to restore circuit functionality.
- Followed blueprints, technical diagrams, and diagrams and wiring diagrams to ensure accurate installations and connections.
- Implemented safety protocols and maintained compliance with electrical codes and regulations.

OCTOBER 2018 – DECEMBER 2018

CCTV INSTALLATION TECHNICIAN

3rd EYE Integrated Surveillance System Nig. Ltd, Lagos State.

- Installed and configured security systems, including CCTV cameras, DVRs/NVRs, and associated equipment, in residential buildings.
- Carried out the installation of wiring, power supplies, and network connections to establish a fully functional CCTV system.
- Conducted regular maintenance activities to ensure the continued functionality and performance of CCTV systems in the installed buildings.

ACADEMIC QUALIFICATION

FEBRUARY 2021

HIGHER NATIONAL DIPLOMA (H.N.D.) DEGREE IN ELECTRICAL ELECTRONICS ENGINEERING, GATEWAY (ICT) POLYTECHNIC, SAAPADE, OGUN STATE.

MARCH 2025

POST GRADUATE DIPLOMA IN MANAGEMENT (P.G.D.M) DENGREE IN MANAGEMENT, AMADU BELLO UNIVERSITY, ZARIA

SHORT TRAININGS

- | | |
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| • Facility Management: Operations, Maintenance & services | March 2024 |
| • Project Management in Global Health
(<i>University of Washington</i>) | September 2024 |
| • Software Development bootcamp with AI skills | August 2025 |

APPRENTICESHIP EXPERIENCE

Graduate Trainee | Gbagada General Hospital's Electrical Department, Lagos State | 2017 - 2018

Trainee | RCCG Electrical Generation and Distribution Company, Ogun State | 2016 - 2017

Apprentice | Olafemi Electrical Services, Ogun State | 2014 – 2016