

OLUKAYODE IGE

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Ajah, Lagos State, Nigeria.

PROFILE SUMMARY

A versatile and highly motivated estate valuation officer, with experience in property acquisition and development, and managing general operations. Expertise in developing and implementing marketing and sales strategies to drive revenue growth. Possess ability to provide data and compile legal documents for building, map-making, and real estate projects. Adept at client relationship management, report preparation, and providing excellent customer service. Skilled at building productive relationships aimed at retaining present business, and creating new business opportunities. Possess strong ability to work under pressure. Seeking professional and educational advancement.

CORE COMPETENCIES

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|-----------------------------------|----------------------|-------------------------|
| • Property Development | • Project Management | • Client Relations |
| • Estate Management | • Data Analysis | • Regulatory Compliance |
| • Building Improvements | • Valuation Report | • Field Data Processing |
| • Financial Reporting & Oversight | • Business Acumen | • Inventory Management |

SKILLS HIGHLIGHT

- **Critical Thinking:** Use logic and reasoning to identify solutions or approaches to problems.
- **Multitasking:** Juggle multiple tasks and responsibilities while remaining composed and meeting a deadline.
- **Software/Technical Skills:** Proficiency in Microsoft Office Suite.
- **Soft Skill:** Possess emotional intelligence, technical skills, analytical skill, negotiation skills, inter-personal skills, creativity, time-management skills, and problem-solving skills.
- **Communication:** Proficient in the English Language.

PROFESSIONAL WORK EXPERIENCE

URBAN PLANNER/ESTATE OFFICER

September 2018- Present

BANJO ADELEKE & CO.

- Developed strategies that significantly increased the success rate of business proposals sent to public officials and real estate developers.
- Improving client satisfaction by keeping client updated on the state regulations and policies affecting land usage.
- Independently review site plans submitted by developers.
- Single-handedly assessed the feasibility of proposals, identified changes required and provided recommendations.
- Met with potential and present clients to determine if building development proposals should be approved or denied.

ESTATE OFFICER

February 2016- June 2018

DAVID AKIN IGE & PARTNERS

- Improved estate management efficiency by 35% by creating a property classification and inspection system.
- Responsible for developing property valuation reports for clients with diverse valuation needs.
- Single-handedly collated and interpreted weather data and its attendant effect on the production of food (particularly rice and maize) in Ondo and Ekiti state.
- Generated data that was used by the government to develop agricultural sustainability policies.

EDUCATION

Bachelor of Science in Geography and Planning Science

2012

Adekunle Ajasin University, Nigeria

VOLUNTEER EXPERIENCE

LAND SURVEY AND GEOINFORMATIC- INTERN

February 2013- January 2014

GEOMATT AND ASSOCIATES

- Responsible for recording results of land survey and calculating measurement of sites.
- Prepared and maintained sketches, maps, and reports of legal descriptions of survey.
- Wrote descriptions of property boundaries, handled client communication and correspondences.