



Prince Ekpenyong



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CERTIFICATIONS

Initiation & Project Planning

Udemy

Introduction to Project Management

Udemy

Time Management for Personal

Udemy

Professional Productivity Grammar

Udemy

Business Data Analysis

Udemy

Time & Task Management

Udemy

Super human Productivity

Udemy

Master Difficult Conversation

Udemy

Write Like a Boss: Master Business Writing Skills

Udemy

Write Better Emails: Tactics for Smarter Communications

Udemy

Emotional Intelligence at work

Udemy

Innovation Masterclass

Udemy

Procurement Masterclass

Udemy

FUN THINGS I DO

Reading

Scrabble

Brain-storming

Chess

CAREER SUMMARY

I have kept maintenance operations efficiently and smoothly by delivering successful leadership and team management at all levels. I am experienced in supervising, overseeing the organizational needs and solving routine, corrective and preventive maintenance from simple to complex problems. With more than 3 years of experience in the field of Facility Management. I have proven construction techniques, efficient scheduling practices, and error free compliance inspections. As an Electrical Engineer, I have a well- rounded background in power systems management and refined talents in analytical and problem-solving skills as well as decision- making skills, which made me an ideal fit for the Facility Manager position. Additionally, I am a proven expert in delegation and a consistent collaborator. My present/previous roles have strengthened my abilities in communication and leadership, including focused attention to details and accuracy.

WORK EXPERIENCE

Softcom Nigeria Limited

(June 2019 - Present)

Facility Manager

Prepared and administered preventative maintenance work orders.

Read work orders to prepare for equipment setup.

Performed preventative maintenance on electrical panels and distribution systems,

Saving the establishment 30% off future repair spending.

Responded to emergencies and outages that required additional labour and assistance for repairs.

Provided facility inspection and maintenance to ensure superior levels of cleanliness and upkeep.

Track inventories and material availability and place order when necessary

Tracked and documented operational and financial records to perform analysis of performance and costs.

Documents and track all financial expenses using Microsoft Excel sheets.

Managed a team comprising of; Plumbers, Cleaners, Electricians, Heating Ventilation and Air Condition, IT personnel and Securities.

WorkStation Nigeria Limited

(August 2016 - April 2019)

Facility Manager

Have scheduled routine maintenance and repair of facility equipment such as Air

Conditioner and Generator sets.

Managed staff of 12, created work schedules, distributed assignments and supervised day-to-day operations

Monitored inventory and ordered supplies while adhering to the maintenance budget restrictions

Instructed team members in ground keeping practices, including lawn cultivation, pruning and grounds design

Managed supply inventory and assigned replenishment to team members

Communicated with clients to provide price quotes, discuss design needs and schedule work

Monitored over [Number] workers to complete projects on time and under budget with both client and employee satisfaction

EDUCATION

Cross River University of Technology

(June 2009 - July 2014)

Bachelors Electrical/Electronics Engineering

SKILLS

Organizational Skills

Expert

Negotiation Skills

Intermediate

HVAC Systems

Intermediate

Team Player

Advanced

Interpersonal Skills

Intermediate

Leadership Skills

Advanced

Time Management

Intermediate

Supervisory Skills

Advanced

Budgeting/Accounting Skills

Intermediate

Written/Communication Skills

Advanced