



# Emmanuel C. Duru

Certified Facility Manager (CFM)

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*Certified Facility Manager (CFM) under the IFMA with 15 years experience seeks to establish a career as the new Facility Manager of Qatar Petroleum Corporation. Among my key attributes are having strong problem-solving skills, excellent communication, and exceptional management and leadership abilities.*

## SKILLS

- Certified Facility Manager by IFMA.
- 15 years experience as Facility Manager.
- Bachelor Degree in Mechanical Engineering – University of uyo
- Knowledgeable in the following Facility Management software: Upkeep, Bitrix-24, and ServiceNow Facility Management.
- Strong problem-solving skills.
- Excellent communication skills.
- Ability to work and motivate people.
- Great leadership abilities.

## EDUCATION

### University Of Uyo, Akwa Ibom State, Nigeria

1998 - 2002

BEng - Mechanical Engineering

## EXPERIENCE

### QD-SBG PMV (Laydown Area)

January 2021 Till Date (Contract Work)

#### Camp Facility Manager

- Supervises all activities related to occupancy, construction, relocation, and renovation of the company's buildings, offices, agencies, and other designated facilities.
- Prepares and reviews cost estimates; conducts meetings with contractors prior to and during construction.
- Monitors and tightly manages expenditures and approves the release of payments for procured goods and services.
- Prepares workforce schedule of all skilled workers who are assigned to the facility.
- Conducts site visits and prepares written reports on their progress, status, and level of development.

### SNC Lavalin (Qatar Petroleum District Headquarters Project, Dafna, West Bay)

January 2018 - January 2021

#### Facilities Services Coordinator

- Supervised plant employees; assisted HR in the hiring, evaluation, testing, and selection of facility personnel.
- Worked as a liaison to Plant Manager and the Offsite Building Manager.
- Designed, implemented, and managed all details involved in remodeling and renovation projects.
- Prepared and completed the annual space survey; collaborated with plant managers and officers to ensure all spaces are accurately categorized and represented.
- Prepared and coordinated all periodic reports on unit operations and facility costs.

### Ferrovial (Qatar Airways Aircraft Catering Facility) HIA

April 2013 - January 2018

#### Facilities Services Coordinator

- Enters daily forecast information into food management system. Creates pre-cost, post cost and production reports for management
- Records, compiles, and summarizes data using established format
- Leading and coaching temporary staff members during rush hours

- Knowledge of food service industry standards and best practices
- Supervise and control the provision of the day to day services i.e. catering, general cleaning, office furniture and equipment, office waiters, commissary and pantry utensils, laundry, landscaping, etc. to ensure that all services requirements are available at offshore areas and delivered in timely.

**MRS Group (Lagos State, Nigeria)**

June 2005 - March 2013

**Operations Supervisor**

- Communicate with Assistant Managers and/or Operations Manager regarding daily operational issues and events; reporting directly to the Assistant Manager
- Supervise and support the overall performance of Regional Operation Support Team, assist with career development and act as a matrix manager
- Able to instill vision to achieve company goals and surpass production expectations while maintaining quality, safety, and customer service integrity through total quality management.
- Reviewing load plan and hazmat loading to ensure driver safety and dot requirements are not violated.
- Inspected grounds, facilities, and equipment routinely to determine the necessity of repairs or maintenance.

**ADDITIONAL INFO**

Personal Details: Marital Status: Married with two kids Nationality: Nigeria Visa Status: Transferable Work Visa Date of birthday: 22/01/1978

**CERTIFICATIONS**

**Training Courses**

2013 Till Date

**Enertech Qatar**

1. OSHA/NEBOSH IGC/Working At Height/Fire Fighting/Confine Space Rescue
2. HAZWOPER Certified
3. Building Management Training
4. Facilities Management Training
5. Certified Facility Manager – International Facilities Management Association; 2013

**COVER LETTER**

**Certified Facilities Services Supervisor**

2005 Till Date

Dear Hiring Manager,

It is my great pleasure to submit my application for the position of Facilities Services Supervisor (AR/FMB) at Flagship Qatar Petroleum Corporation. As someone who has spent multiple years working within facility operations teams, I believe that my familiarity with safety procedures would make me a perfect fit for this role. I am also a strong advocate of equal educational opportunities and have a long track record of volunteering in the events that QP has organized and sponsored.

During my time with SNC Lavalin and QD-SBG, which is where I worked as a Facilities Manager, I managed resources for eight production centers in a camp that house's over 8000 workers. Successful handling of my duties required outstanding attention to detail, ongoing proactiveness and constant flexibility. As the leader of 200-person team, I created and oversaw daily agendas and weekly schedules that kept our stocking efforts on track. Doing so facilitated a 15% improvement in our efficiency and cut weekly downtime by 48 minutes.

I am very attentive to employees' needs as I prioritize face-to-face communication and constructive criticism. I am always open to feedback and have completed over 300 annual review meetings with workers seeking promotions. My familiarity with a wide variety of information systems that manufacturing facilities employ will allow me to quickly integrate with the position in question. I will also take advantage of my timeliness to ensure that all deadlines set by Qatar Petroleum Corporation are met.

Thank you for taking the time to consider my application. As I look forward to the next steps of the hiring process, I am ready to answer any additional questions. I would also enjoy sharing some of my career goals and growth objectives that the Facilities Manager position at Flagship Manufacturing would allow me to reach.

Sincerely,

Emmanuel C. Duru