

ADEGA, Omolola Sharon

34, Ogunnaike Street, Ojodu-Abiodun, Ojodu Berger, Lagos State

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OBJECTIVE

My primary objective is to bring new horizons of success to the organization that I am committed to, through right attitude to work and learning, unique and sound ideas, high work-rate and excellent performance.

PERSONAL INFORMATION

NATIONALITY: Nigerian

GENDER: Female

MARITAL STATUS: Married

RELIGION: Christian

EXPERIENCE**GREENWICH TRUST LIMITED**

April 2018 – February 2020

Plot1698A Oyin Jolayemi Street, Victoria Island, Lagos State

Facility Manager

- Plan, direct, coordinate and estimate budget for the facility
- Monitor facility usage, operations and equipment maintenance.
- Prepare and implement annual budget for building use and facility maintenance.
- Update and maintain usage records and invoice clients accordingly.
- Accurate record keeping of functional status of equipment to know next due date for servicing.
- Keeping day to day record of repair work carried out and the various cost incurreds.
- Supervising of repairs and maintenance work
- Develop and execute schedules for regular cleaning, repair and maintenance of facilities.
- General upkeep of the company facility
- Drafting of letters and memos
- Responsible for managing and accounting for fund and expenditure allocated to the department for activities to be carried out by the team.

ANSAR-UD-DEEN HIGH SCHOOL

January - December 2017

Sango - Eleyele Road, Ibadan, Oyo State

Educational Instructor (NYSC) Batch B, 2017

- Impacting knowledge into the pupils in Physical Health Education as a subject.

BIYI ADESANYA AND COMPANY

January - July 2015

1 Azeez Aina Street, Olusanya Junction, S/W Ring Road, Ibadan

Assistant Surveyor (Industrial Training)

- Letting of Properties to prospective client.
- Rent collection and review from tenants.
- Carrying out routine inspection on properties under the firm's management.
- Writing of technical reports, letters to clients and tenants respect

TRAINING

Comptia Project + Certified

May 2013

EDUCATION

Covenant University, Sango, Ogun State

2011 - 2016

Bachelors of Science (B.Sc.) in Estate Management

Second - Class Lower

Federal Government College, kano, kano State

2010

KEY SKILLS

- Excellent Communication

- People Management Skills
- Microsoft Office Suite (MS Word, Excel, Power point)
- Research and Data Analysis
- Program Planning and Event Management
- Excellent relationship with people
- Time management

RESEARCH WORK

ADEGA S.O.

“Impact of Facilities Management Practices on Commercial Property Performance”

An unpublished project submitted to the Department of Estate Management, Covenant University, Sango-Otta, Ogun State.

Description:

The above is a research finding on the performance of commercial properties that adopt the use of facility management, and how it has effects the individual office unit.