

Ridwan Adeoye Oyetunji

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PROFILE

Motivated Maintenance Manager, with excellent interpersonal skills, results driven with experience in team work and working to tight deadlines. Leads by example, motivate and encourage others through change and always strives to excel in challenging situations, now seeking a career position to put these skills to maximal use.

EDUCATION

Leeds Beckett University, 2023 – Present, MBA Masters of Business Administration.

Modules include Strategic Management, Technology Entrepreneurship, MBA Consultancy Project Operations and Logistics Management, Financial Analysis, Becoming a Master Manager and Marketing Dynamics.

Osun State University Oshogbo, Nigeria. 2012 – 2016 – BSc. Chemistry.

Project Topic: "Synthesis of Optically Active Urea"

WORK EXPERIENCE

Maintenance Manager / Admin Asst.

Burj Al khair Dubai Real Estate

December 2019 – October 2022

Responsible for the frequency and level of quality maintenance, cost to maintain, and development of detailed budgets and control of costs to these budgets, to give a successful quality maintenance operations.

- Daily Inspection of the building from roof top to Ground Floor, checking the corridor, garbage rooms, electrical rooms, telephone rooms, lights, gyms, children playing ground, swimming pool and staircase for any damages if available.
- Daily Inspection of the Podiums and the building external surroundings, checking the lights, and cleanliness of the podiums during the day and Midnight.
- Responding immediately to tenant's complaints, to determine problems and necessary maintenance needed to be fixed (Including mid nights in emergency cases).
- Supervise Security and Cleaners, checking each floor and public toilets to assure cleanliness every time.
- Daily scheduling of appointments with tenants for proper maintenance works.
- Supervise workers every day during repairs or maintenance to assure good quality work.
- Daily Following up with contractors and sub-contractors for pending snags to be done in the building.

- Fixing of simple water leakages (Water heater leakages, W/C leakages, Bathtub leakages, sink leakages) and door locks.
- Making Check in list, car parking no's, keys and access card for new tenants.
- Making of Daily, Weekly and monthly maintenance reports.
- Preparation of DEWA (Dubai Electricity and Water Authority) bills for the vacant flats and furnished apartments every month.
- Taking proper care of all amenities in the building and proper maintaining of furnished apartments.
- Making accurate/proper inventory of maintenance materials in the store and also ensuring proper storage of the materials.

Quality Control Manager

Moye Oil and Petrochemical LTD.

Km 3, Iwo Ibadan Road Osogbo Osun State.

May 2018 to November 2019.

Responsible for the chemical analysis of different kinds of oil/lubricants and the production of the different types of oils (Pilot Blending).

National Youth Service Corps (NYSC), Usmanu Danfodiyo University, Model Secondary School.

Chemistry Teacher April 2017 – April 2018.

Internship,

Laboratory Analyst Moye Oil and Petrochemical LTD. 2015 – 2016.

KEY SKILLS

Team Player with Excellent communication Skills

- Strong attention to details
- Willingness to learn and develop accounting
- Excellent English Proficiency
- Excellent creative thinking
- Ability to deliver results on time

I.T Skills

- Extensive knowledge of Microsoft Office packages
- Zoom, and other team management software.
- Python Programming.

HOBBIES & INTERESTS

- Traveling and visiting new places

- Reading and Problem solving
- Fashion Enthusiast and Designing

REFERENCES

Available on request.