MOHAMMED MOHAMMED JIYA

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# Key Qualifications and Experience:

# A Professional with over 5 years’ experience in Property Management and Facility Management of properties, negotiations and sales. My fine blend of academic experience, good work ethics and professional experience makes me stand out in any assigned task.

Computer literate with extensive experience of Microsoft Suites – Word, Excel, PowerPoint.

# Education:

2016 – 2023 **B. Tech** in Estate Management, Federal University of Technology, Minna Second Class Upper Honor (3.75 CGPA)

Research: Effects of Non-Market Risks on Commercial Properties in Minna, Niger.

# Employment Record:

**Dotun Owolabi & Co, Abuja Aug 2024 – Present**

Facility/Property Manager - Responsible for the following:

* Oversee daily operations of a 100+ unit shopping mall, coordinating preventive and corrective maintenance for structural and electrical systems to ensure 98% uptime.
* Managed facility budget, achieving a 10% reduction in operational costs.
* Led facility projects, including office refurbishments and space planning, completed on time and within budget.
* Manage a portfolio of 5+ external vendors (cleaning, security, landscaping), negotiate SLAs, and conduct quarterly performance reviews streamlining contracts to reduce service costs.
* Enforce health, safety and environmental compliance (fire drills, risk assessments, waste disposal), achieving zero lost-time incidents since August 2024.

# Jide Taiwo & Co, Kaduna Aug 2023 – July 2024

Estate Surveyor

* Procurement and data entry, documentation and preparation of reports.
* Screened and placed prospective tenants, reducing vacancy periods by 20%.
* Handled rent collection and dispute resolution, maintaining a 98% on-time payment record
* Management of Shopping Plaza/Complex to drive rent.
* Facility Management of Plazas/Complex

# Ministry of Lands and Housing, Niger State (Industrial Training) Apr 2021 – March - 2022

Office Assistant - Responsible for the following:

* Assisted the Director of Lands with title document processing.
* Coordinated stakeholder meetings and managed follow-up communications across the lands department
* Organized and maintained departmental records, improving retrieval efficiency by 30%.
* Preparation of Schedules of condition and dilapidation.
* Property Management.

# Mustapha Adamu & Co Apr 2018 – Feb - 2021

Facility Manager - Responsible for the following:

* • Managed daily operations of Bahago Plaza, overseeing maintenance of electrical, and plumbing systems to ensure 95% uptime.
* • Implemented preventive and corrective maintenance, extending equipment lifespan.
* • Managed facility budget, achieving a 10% reduction in operational costs.
* • Led facility projects, including office refurbishments and space planning, completed on time and within budget.
* • Provided monthly reports on facility performance, maintenance metrics, and cost-saving initiatives.

# Awards and Achievements:

* Bachelor of Technology in Estate Management and Valuation (Second Class Upper – 3.75 CGPA).
* Nigerian Institution of Estate Surveyors and Valuers Annual National Conferences – Certificate of Participation – 2022, 2021 and 2018
* Nigerian Institution of Estate Surveyors and Valuers Certificate of participation, Minna in the state Mandatory Continuous Professional Development Program – 2021.

# Skills:

* **Soft Skills:** Leadership, Communication, Critical thinking, team work, analytical skill, negotiation, creativity and adaptability.
* **Hard Skills:** Facilities management, Project management, scientific research, Microsoft office suite: Word, Excel, PowerPoint
* **Languages:** English, Yoruba and Hausa

# Professional Certification and Affiliation:

* Graduate Member, Nigerian Institution of Estate Surveyors and Valuers

# Academic Researches:

* Effects of Non-Market Risks on Commercial Properties in Minna, Niger.

# Referees:

Available on Request

**STATEMENT OF PURPOSE**

I am Mohammed Mohammed Jiya, a graduate of Estate Management (B.Tech, Second Class Upper) from the Federal University of Technology, Minna, and a Nigerian citizen who has successfully completed the NYSC programme in 2023. Over the past five years, I have honed analytical, negotiation, and project-management skills through roles in property and facilities management most recently as Facility/Property Manager at Dotun Owolabi & Co., where I oversaw a 100-unit shopping mall, led multi-vendor coordination, and drove cost-saving initiatives.

My academic research on “Effects of Non-Market Risks on Commercial Properties” sharpened my capacity for rigorous data analysis and clear policy writing. I have also supported stakeholder engagements at the Ministry of Lands and Housing, Niger State, enhancing my understanding of how public institutions function and legislate. These experiences have solidified my conviction that effective legislation is grounded in evidence-based research, transparent negotiation, and inclusive stakeholder dialogue.

I am eager to contribute to PLAC’s EU-supported internship by applying my strong English writing, Microsoft Office proficiency, and interpersonal skills to real-world legislative practice. My goal is to deepen my understanding of Nigeria’s law-making processes, assist in policy analysis and advocacy, and learn best practices for promoting accountability and good governance. Based in Abuja, I am prepared to commit fully from September to December 2025, and I look forward to collaborating with PLAC’s team to advance democratic reforms and strengthen legislative oversight.