**OLUWASEUN ZACCHEAUS OLORUNTOBA**

**19, ABIMBOLA BASHORUN STREET, IKORODU   
LAGOS STATE.**

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**Email: [oluwaseun\_oloruntoba@yahoo.com](mailto:oluwaseun_oloruntoba@yahoo.com)**

**PROFESSIONAL SUMMARY**

Administrative leader and Facility Manager experienced in business operations and team oversight. Seeks opportunities to improve processes, procedures, and practices. Excels with minimal supervision and decisively approaches problems. Tech-savvy and always looking for improvement opportunities.

**PERSONAL DETAILS**

Former Name: Famejo Babatunde Oluwaseun

Date Of Birth: 15th October 1988

Sex: Male

**EDUCATION**

THE REDEEMED CHRISTIAN BIBLE COLLEGE . 2013  
Post graduate diploma in theology (anambra state, nigeria)

KOGI STATE UNIVERSITY. 2011  
bachelor of science in public administration (kogi state, nigeria)

ALLA GRAMMAR SCHOOL. 2006   
national examinations council (kwara state, nigeria)

ADEWUMI ABAKE NURS/PRY SCHOOL. 1999  
primary school leaving certificate (kwara state, nigeria)

**WORK EXPERIENCES**

**BRIT PROPERTIES NIGERIA LIMITED**AJAH, LAGOS STATE, NIGERIA 2023  
**Facility Manager**

* Ensure that the facility is fully operational with all utilities functioning properly.
* Schedule and supervise maintenance repair work and assist with checking installation and servicing building equipment
* Maintain ongoing communication with contractors, clients and team
* Managing the upkeep of equipment supplies to meet health and safety standards
* Oversee and agree contracts and providers for services including security, parking, cleaning, catering, technology and so on
* Schedule and supervise movement of clients, personnel and equipment for inspections, allocations, such operations

**THE DEW CENTRE**  
LAGOS STATE, NIGERIA  
**Facility/Admin Manager** 2022-2023

* Responsible for the management/oversight of the facility, stewardship, operation, repair, and general administration of the facilities
* Interface with customers, contractors, or other departments to solve problems or provide advice; ensures safe work conditions for workers and clients.
* Plan, coordinate, and manage all administrative procedures and systems.
* Design an SOP for the cleaning, security, and maintenance team to ensure they deliver appropriately on tasks.
* Provide coaching, guidance, and disciplinary actions to ensure maximum efficiency of the team.
* Supervise multidisciplinary teams of staff including cleaning, maintenance, grounds, and security.
* Ensure the facilities meet government regulations and environmental, health and security standards.
* Implement HSE procedures within the Centre.
* Draft reports and make written recommendations.
* Setup and manage appropriate insurance plans and service contracts.

**THYAURA PARTNERS CONCEPT LIMITED (FACILITIES MANAGEMENT AND JANITORIAL SERVICES)**  
LAGOS STATE, NIGERIA  
**Facility Manager** 2021-2022

* Interviewed, hired, and trained qualified maintenance employees.
* Maintained smooth daily facilities operations through preventive maintenance and repairs to ensure optimal satisfaction.
* Hired and supervised vendors and contractors, closely monitoring workmanship to ensure cost-effective resourcing.
* Reduced onsite incidents by through diligence.
* Documented records on pricing, energy consumption and activity reports, ensuring projects remained within budgets.
* Coached and mentored associate installation specialists in system installation.
* Effectively manage full-time staff including janitors and technicians.
* Accounted for building usage and organisational needs when planning maintenance activities.
* Planned and coordinated preventative maintenance and reactive repair work, maintaining cost-efficiency.
* Responded to building emergencies and managed repairs.
* Responded to building emergencies efficiently within a short timeframe.

**ROEMICHS INTERNATIONAL SCHOOLS.**  
KWARA STATE, NIGERIA  
**Facilities Manager / Manager, Auxiliary Operations** 2013 - 2021

* Responsible for Planning, Adaptation and Implementation of effective facilities, Management Policies, Procedures and Planning for the Organization
* Responsible for ensuring Professional business relations with vendors, contractors, and other trade professionals.
* Also responsible for ensuring the effective management of Facilities.
* Effective Supervision of Facilities Management personnel including Environmental staff(cleaners), generator operators, security officers, kitchen staff and transport Officers, ensuring optimal performance.
* Responded to building emergencies and managed repairs.
* Investigated problems and determined appropriate remedies.
* Accounted for building usage and organisational needs when planning maintenance activities.

**FONIS VISION NIGERIA LIMITED.**ANAMBRA STATE, NIGERIA **Assistant Production Manager/ Admin.Manager**  2013 - 2013

* Responsible for Planning, Organizing and Directing for the organization.
* Deputised in absence of Production Manager.
* Oversaw correct and appropriate use and maintenance of production equipment to maximise Return on Investment (ROI).
* Optimised allocation of staff and resources in advance of production run.
* Monitored, evaluated, and reported production performance daily, proactively actioning opportunities to improve process efficiency.
* Supervised production schedules and production quality, ensuring timely delivery.

**CAPITAL CITY SECONDARY SCHOOL, (NYSC)**ANAMBRA STATE, NIGERIA 2013 - 2013  
**Teacher of Government and Civic Education.**

* Minimised low level disruption by enforcing classroom policies.
* Modified educational courses to account for exam and curricula changes.
* Planned inspiring extracurricular activities for well-rounded student socialisation and development.
* Prepared lesson content and delivery in line with curriculum guidelines.

**AFFLIATIONS**

PROFICIENCY CERTIFICATE IN MANAGEMENT   
Nigeria Institute of Management (NIM) 2013

**CERTIFICATIONS**

* Certificate in Facilities Management, Alison Online Education Company 2022
* Facilities Management Training (Palmbrooks Resources) 2019
* New Horizons Computer Learning Centres Microsoft Excel Training 2016
* NYSC/CBN/NDE Entrepreneurial Training Programme 2012
* NYSC Skill Acquisition and Entrepreneurship Development 2012
* Diploma certification in Computer Utilization 2010

**SKILLS**

* Commercial Awareness skills
* Mentoring
* Goal setting and Planning Skills
* Communication and Documentation skills
* Numeracy skills

**LEADERSHIP POSITIONS HELD**

* State President, THE REDEEMED CHRISTIAN CORPERS’ FELLOWSHIP (RCCF)   
   ANAMBRA CHAPTER. 2013
* Member, University Committee on Religious worship, KOGI STATE UNIVERSITY 2011
* General Secretary, JOINT CHRISTIAN CAMPUS FELLOWSHIP, KOGI STATE UNIVERSITY 2010
* General Secretary, BAPTIST STUDENT FELLOWSHIP, KOGI STATE UNIVERSITY 2010
* General Secretary, NATIONAL ASSOCIATION OF PUBLIC ADMINISTRATION STUDENTS (NAPAS), KOGI STATE UNIVERSITY CHAPTER 2010

**REFEREES**

**PASTOR OLUFEMI ADELEKAN**Chief Auditor/ Principal Consultant,  
Kehinde Oshagbemi and Partners Ltd

Opp GTBank, Along Taiwo road, Ilorin, Kwara State

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