

CHARLES-OLANREWaju ADEVOKHAI

FACILITIES, PROPERTY MANAGER

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A highly motivated, energetic, and tenacious FM professional with over 5 years of experience in the Facilities Management industry. Operating and juggling multiple full TFM & IFM contracts/accounts worth millions to include responsibility with but not limited to P&L, aspects of HR, payroll, tenders, helpdesk, mobilization, and demobilization of contracts, project works, building condition surveys, and supply chain management.

CAFM implementation and management of KPI/SLAs regarding performance analysis. I have managed portfolios delivering various service lines for corporate and commercial estates. Managing teams including technicians, vendors, gardeners, janitors, and admin. Delivering and outsourcing full TFM/ IFM services (hard and soft). Compiling weekly, monthly, quarterly, and board reports detailing operational service delivery.

Very organized with methodical, due diligence, and adaptable approach. A proactive, competent, and confident communicator with financial, commercial, and analytical acumen. Meticulous, diligent, thorough, comfortable working alone but enjoying being part of a team and camaraderie.

Core competencies

Real Estate and Property management	■■■■■
Operations and maintenance	■■■■■
Communication	■■■■■
Budget (Capex/ Opex) and financial management	■■■■□
Energy management	■■■■■
Technology	■■■■□
Vendor management	■■■■■
Quality Assurance	■■■■■
Leadership & strategy	■■■■□
Emotional intelligence	■■■■□
Emergency planning and business continuity	■■■■■
People management	■■■■□
Environmental stewardship & sustainability	■■■■□
Project/program management	■■■■□

Work History

2023-02 – Current

Team Lead Facilities Management- (Full Time)
Dayola Property Development Company | Ikoyi- Lagos.

Serving as the team lead of the facilities management department at Dayola Property Development Company. Overseeing the activities of Six (6) Facility Officers deployed to Six (6) sites, namely, Heirs Park Residences- Lekki, Lagos, Walton Park Residences- Lekki, Lagos, Beaufort Park Estate- Ibeju Lekki, Lagos, 1369 Apartments- Lekki, Lagos, The Cornerview apartments- Lekki, Lagos and Turnbridge

Wells Estate- Lekki, Lagos.

2021-05 – 2023- 02

Property Manager- REHOBOTH PLACE & the MAKANJUOLA COURT- Ikoyi-Lagos, Nigeria. (Full Time)

Fieldco Limited | Victoria Island- Lagos.

Served as Property and facilities maintenance manager at Rehoboth Place, Banana Island, and Makanjuola Court, Parkview Estate. Both 9 units of 3-bedroom and 6 units of 4-bedroom luxury residential development apartments respectively are in the highbrow area of Ikoyi in Lagos State.

- Supported the smooth running of the property maintenance department, where all areas are maintained to the highest levels.
- Supervised and directed facility staff and third-party service providers to ensure properties are well maintained and all maintenance issues are addressed in a timely & cost-effective manner.
- Negotiated favorable terms with contractors for ongoing maintenance contracts.
- Tenant relations including timely expedition of maintenance requests, site visits, and regular communication with tenants to maintain strong relationships and awareness.
- Participated in the preparation of annual operating budgets for each facility in the portfolio and controlling operating expenses in line with annual budgets.
- Ensured all safety inspections and records are kept up-to-date, and issues are addressed immediately
- Solved all maintenance-related issues and requests filed by property occupants.
- Compiling and computing service charge accounts as well as energy, utility bills management, and admin fees.

2020-11 – 2021-05

Facilities Manager- FIRST CITY MONUMENT BANK- Apapa-Project & Victoria Island-Project, Lagos (Full Time)

Alpha Mead Group | Ikoyi-Lagos.

Served as Facilities Manager at FCMB Wharf Rd Branch-Apapa, FCMB Warehouse Rd Branch-Apapa, and FCMB Creek Rd Branch-Apapa-Lagos.

Also served as facilities manager at FCMB Adetokunbo Ademola Branch and FCMB Adeola Hopewell Branch- Victoria Island.

- Ensured, that critical facility assets for power, lifts, sewage, cooling, and fire safety, are available 99% of the time by caring out as scheduled plan preventive maintenance (PPM) and timely corrective maintenance (CM) of these assets
- Managed the activities of diesel vendors, generator contractors, construction contractors, and any other vendors that are to provide service to the branch by engaging them in the scope of work, ensuring proper negotiation, and inspecting the job done before signing off on their job completion certificate (JCF).
- Always ensured safety was considered before work was done on the facility by ensuring contractors provide a method of work statement or scope of work, Job Hazard Analysis (JHA) documents, and other safety documents. Records of unsafe acts, unsafe conditions, and near misses are also kept for reference purposes.
- Kept logs for equipment maintenance, service requests, daily inspection, and maintenance expenses, closed out PPMs, and send out weekly and monthly reports to the back office.
- Liaised with government agent agencies like the ministry of environment, fire

- departments, and public utility providers on facility-related issues.
- Used company software like “eye onsite” and IMS (issue management system), CMMS, to keep track and record issues as they come in from different individuals within the organization.

**2016-12 – 2020-11
(3 years 11 months)**

Facilities Manager/ Admin Officer

First Bank of Nigeria LTD- Asabia House I Lagos Island- Lagos.

Served as Facilities Manager cum Office Administrator at three FirstBank facilities/business locations, units, and departments including FBN Ilupeju Main Branch Office (Operations, Retail, Commercial and Corporate Banking business units, and Recovery and Internal Audit departments), FBN-Ojuwoye QSP, and FBN-Nigerian Armed Forces Resettlement Centre (NAFRC) QSP-Oshodi-Lagos.

- Assisted in developing and managing operational and capital budgets (OPEX/CAPEX).
- Responsible for the day-to-day operation, maintenance, and management of all three FirstBank branches under my purview. physical infrastructure and equipment under my purview of all three FirstBank facilities.
- Oversaw procurement and renewal of all required business licenses, bonds, permits, or other governmental requirements.
- Managed the cleaning, waste disposal, catering, security, and parking of each site, while managing the budgets and keeping records of all payments.
- Advised businesses on measures to improve the efficiency and cost-effectiveness of the facility.
- Developed and managed vendor contacts and contracts.
- Managed office systems, IT, and office equipment.
- Provided support to my line manager and colleagues, assisting in daily office needs and managing the office's general administrative activities.

Education

2011 – 2015

B.Sc. (Hons) Geography

University of Ibadan – Nigeria

2021 - Present

Master's in Facilities Management (In view)

University of Lagos – Nigeria

Certifications

2022

Facilities Management Professional (FMP)

IFMA

2021

PFM

Alpha Mead Training Centre – Lagos, Nigeria.

Software Competencies:

MS Office, CMMS Instanta, Eye on Site, Power Apps, Skype, SharePoint, and Teams.

Conference Attended

3rd Lagos Real Estate Market Place Conference & Exhibitions

December 6-7, 2022.

Lagos, Nigeria

Interests

Property Development, Estate Management, Facilities Management, and Project Management

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