**JOHNSON, OLUWASEGUN GABRIEL**

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**CAREER OBJECTIVE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To secure a challenging position with a reputable company where my education, skills, knowledge and experience will be effectively utilized, aiming at job satisfaction and self-improvement in order to achieve the organizational and individual goals and objectives.

**EDUCATION :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2014 – 2015 National Youth Service Corps**

* NYSC State Secretariat, ICT Department, Makurdi, Benue State.

**2011 – 2013 HND** Computer Engineering

* The Federal Polytechnic Ilaro, Ogun State.

**2008 – 2010 OND** Computer Engineering

* The Federal Polytechnic, Ilaro Ogun State.

**2007 – 2008 Diploma** Computer Fundamentals and Operations

* Southwest Resource Centre, Oke Mosan Abeokuta, Ogun State.

**1999 – 2005 S.S.C.E** Senior Secondary School Leaving Certificate

* Unity High School, Ago Ika, Abeokuta, Ogun State

**1993 – 1999 FSLC** First School Leaving Certificate

* St. Joseph R.C.M Primary School, Isabo Abeokuta, Ogun State.

**SKILLS :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Professional Skills:** Excellent skills in Facility Management, Operations & Administration.

**Computer Skills:** Efficient user (MS Word, Excel, PowerPoint, and Access), Internet Utility and PC Fundamentals Instructing Know How.

**Personal Skills:** Positive attitude, Communication, Teamwork, Willingness to learn, Self-Motivated, Result-Oriented and Target driven, Can-do-spirit.

**Soft Skills:** Attended a Training organized by Sidmach Technologies, Benue State, on ‘‘**Online Orientation Course Registration, Data Processing and Maintenance**’’ (July, 2014 and October, 2014).

Attended a Seminar/Workshop organized by Centre for Entrepreneurship Development, Benue State NYSC, Makurdi, on ‘‘**Career Development, Work Ethics, Job Recruitment Processes and Business Development, Investments and Management**’’ (January, 2015).

Attended a Training organized by Multichoice Africa for DSTv Branded Stores and Agents, Victoria Island, Lagos State, on ‘‘**Mobile Subscriber Management Application for Dealer**’’ (June, 2015).

Attended a training organized by Lagos State Fire Service Ikeja, on ‘‘**Fire and Safety Training**’’ (April, 2016 & August, 2017 & January, 2018, January, June 2019).

Attended a training organized by Artee Industries Limited (Spar/Park n Shop), on ‘‘**Total Preventive Maintenance and Target, Generator Working Principle and Electrical System**’’ (November, 2016).

Attended a training organized by Artee Industries Limited (Spar) through Google Training Institute, on ‘‘**use of MS Excel - Professional, Basic & Intermediate’**’ (March, 2017).

Attended a training organized by Artee Industries Limited (Spar) on ‘‘**Use of Orion as a Facility Management Engine**’’ (October, 2017).

Attended a training organized by Artee Industries Limited (Spar) on ‘‘**Use of Manage Engine as a Facility Management Tool**’’ (January, April & July 2018).

**WORK EXPERIENCE\_:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TSL, SouthGate House, Plot 6, Udi Street, Osbourne Foreshore Estate, Ikoyi, Lagos.**

**-Admin & Facility Manager : Itori Yard & Ibara Guest House (Jan. 2023 – Till Date)**

*TSL is a fully integrated product handling company that delivers value added logistics and distribution services, to be the leading provider of safe logistics and distribution services while delivering superior value to our customers, employees and shareholders.*

**Key Responsibilities**

* Co-ordinate and oversee the completion of reactive and planned maintenance/repairs activities while ensuring customer and client satisfaction.
* Conduct daily facilities/site inspections and document the information gathered.
* Co-ordinate and oversee Office Assistants, drivers, Security and outsourced staffs.
* Monitor operational performance of service providers in line with SLA.
* Carry out on-boarding of new staff on Admin/Facility process and procedure.
* Duly implement planned PM schedules in line with TSL/IASL’s SOPs.
* Maintain building to a safe standard by ensuring all HSE procedures are followed.
* Lead and prepare report for effective Admin/Facility activities, projects and events.
* Co-ordinates pick up/delivery and movement of staffs with Operations & Fleet Unit.
* Monitor, issue and restock office supplies on a regular and monthly basis.
* Prepare and process monthly payable bills for payment by Finance Unit.
* Manage Guest House/Facility request by Expats, Staff and other business customer.

**CIG Motors Co. Limited, Plot 146B Ligali Ayorinde Street, Victoria Island, Lagos.**

**-- Administrative & Facility Supervisor (September 2022 – December 2022).**

*CIG Motors Co. Limited has begun on a soft landing since 2013 following a pact signed with Guangzhou Automobile Group Co., Limited (GAC MOTOR) to establish and manage distribution network in Nigeria, Africa.*

**Key Responsibilities**

* Provides day-to-day operations and works with staff to ensure a high productivity.
* Supervises and participates in administrative and operational support services.
* Develops, updates and maintains administrative and operations procedure guides.
* Serve as an information resource to staff in determining appropriate work methods and processes.
* Manage logistical support for daily work plans of all the transport officers
* Ensures complete maintenance of Pool car management and transport officers;
* Ensures adequate procurement, facilities and equipment repair and similar services; develops and maintains calendars and schedules for operations tasks etc.
* Ensures adequate staff coverage in office locations; trains staff on applicable administrative and operational policies, work processes and procedures and on uses of specialty software, technical software.

**TRANSSNET GROUP, #20, Opebi Road, Opebi Ikeja Lagos State.**

**-- Administrative & Facility Manager (December 2019 – August 2022).**

*Transsnet Group is a world-leading internet company, global provider of intelligent terminals and mobile value-added services, provides live streaming of music, video-based social media, online news to payment service via Boomplay, Vskit, MORE and Palmpay.*

**Key Responsibilities**

* Plan for procurement, logistics, event and activities planning for the business.
* Vendor Management (Security, Client, customer & Office Assistants)
* Facility and Utility (Water, Generator, Elevator, Energy, Waste) Management.
* Equipment’s Maintenance and Repair management (Preventive and Corrective repair)
* Documentation (Keeping records and archive of vital official & general documents)
* Maintain a liaison relationship with Landlord or Landlord Representatives
* Service Provider Management (Electrician, Plumber, Mason, Furniture, Welder etc)
* Develops and Fosters relationships with Government Official & Agent.
* Produce monthly report, including operations completed and planned activities.
* Initiate and Process monthly payment for suppliers, vendors and service providers.
* Ensure and monitor HSE policies are adhered to by all business unit and vendors.

**SPAR NIGERIA (ARTEE INDUSTRIES), #58, Town Planning Way Ilupeju Lagos.**

**- Admin, Maintenance & Facility Co-ordinator (August 2015 – November 2019).**

*Artee Industries Limited /Artee Group is a leading hypermarket Store in Nigeria since 1988. AIL offers retailing market Services through SPAR/Park n Shop situated at various locations and States of Nigeria.*

**– Facility & Admin Officer II (Corporate Head Office: August, 2015 – March, 2016)**

**Key Responsibilities**

* Facility Management (Head Office and Expatriate’s Residences).
* Ensure and monitor compliance on HSE at office and expats residences.
* Supervise the repair and maintenance of Store Equipment & appliances.
* Oversee procurement, delivery and supply of Store consumables and tools.
* Residential and Office Administration: repair, request & procurement.

**- Facility, Maintenance & Admin Officer I** (Spar Ilupeju: March, 2016 – May, 2018)

**- Facility, Maintenance & Admin Co-ordinator** (Spar Tejuosho: May 2018 – Nov. 2019)

**Key Responsibilities – Spar Stores Operations**

* Fleet, Fuel Card and Driver management for internal and external requisition.
* Responsible for receiving supply and procurement in the most cost-efficient manner.
* Monitor supply inventory, buying new items with attention to budgetary constraints.
* Monitor Operation costs and expenses to assist in store budget preparation.
* Oversee facilities services, maintenance activities and tradespersons (e.g. electrician)
* Supervise store activities (event planning, promotion, Anniversary etc)
* Ensure operations business unit adhere to policies and regulations
* Prepare and monitor Energy Report and Service Schedules of Generating Sets.
* Participating in recruitment process of New-intakes.
* Co-ordinating Operations branch delivery and fleet requirement.
* Relating as Liaison Officer with Government, Porters, Janitors and Security Vendors.
* Monitor power supply (Generating Set and Municipal), prepare weekly report, schedule maintenance and request for Diesel replenishment.
* Process outsourced staff invoices, monthly payments invoices and others for payment.
* CUG phone allocation and management – Store level
* Co-ordinate Pan Nigeria Admin and Facility Officers by supervising, collating of report and presentation for Management decision making.

**WISDOM GATE INTERNATIONAL, Opposite N.N.S.C Onikoko Abeokuta Ogun.**

**-Administrative & Facility Officer (February 2015 – August 2015)**

*Wisdom Gate International is a registered professional training institute in Computer & Satellite Engineering. WGI is also a branded store for DStv and GOtv products & services.*

**Key Responsibilities**

* Relating as Friendship officer with customers and clients on sales, services, installation, subscription and maintenance of DStv & GOtv products.
* Assisting in product/bouquet activation, marketing & promotion activities.
* Maintenance of training tools, Computer Systems, Schedules & Manuals.
* Teaching & Testing of students for computer training and certifications.
* Co-ordination of Students for continuous assessment & final examination.

**NYSC State Secretariat, Railway Bye-Pass, High Level Makurdi, Benue State.**

**-Admin Officer, Data Analyst & IT Officer (March 2014 – February 2015)**

*NYSC Benue is the State Secretariat of the NYSC which offers Orientation Courses, registering, relocating, posting, reposting and monitoring of Corps members mobilized to serve in Benue, Nigeria.*

**Key Responsibilities**

* Engaging in Corps members’ orientation and enlightenment.
* Serving as NYSC Schedule Officer at Benue Orientation Camp.
* Maintenance of Computer systems and administering network system.
* Engaging in monthly returns of Corps members, welfare and remuneration.
* Mail correspondence between NYSC NDHQ, Abuja and Benue State Secretariat.

**`WISDOM GATE COMPUTERS, Opposite. NNSS, Onikoko Abeokuta Ogun State. (Industrial Training)**

**-Admin/Facility Officer & Computer Instructor (Oct. 2010 – Sept. 2011)**

*Wisdom Gate international is a Friendship Centre for HItv. The centre offers training in Computer and Satellite Engineering. It also deals in DStv, Startimes, GOtv, MYtv and other satellite Television. It equally provides internet facilities to private and public users.*

**Key Responsibilities**

* Training Students on Computer fundamentals and IT Essential Courses.
* Maintaining of training tools, Computer systems, schedules and manuals.
* Upgrading, repair and maintenance of satellite Decoders and Smart cards.
* Supervision of the Students continuous assessments and final examinations.
* Relating as Friendship officer with customers on the sales, service & subscription.

**DOTS.ICT INSTITUTE OF TECHNOLOGY, #52, Ijemo Agbadu Road, Ake Abeokuta, Ogun State - (Student Industrial Working Experience Scheme - SIWES).**

**Admin Officer & Computer Instructor (July 2009 – Nov. 2009)**

*Dots.ICT is a private Computer Learning Centre which deals in Training, Research and Development. The centre is powered by New Horizons ( The World’s No. 1 IT Training Institution ) and authorized Training Partner in EC-COUNCIL. It trains people on Professional & Certificate courses.*

**Key Responsibilities**

* Maintenance of training facilities, schedules and manuals.
* Engaging in students training as determined by the Training Manager.
* Participating in students’ continuous assessment and final examinations.
* Assisting in marketing and promotion activities towards the company’s target.

**TISWELL PHARMACY & STORES, Opposite Fowobi Filling Station, Kolobo Abeokuta.**

**- Admin/ Facility Officer ( Sept. 2005 – August 2008 )**

*Tiswell Pharmacy & Store is a registered pharmaceutical store where drugs are dispensed on retailing & consuming scales with sales of Medical Laboratory kits and tools.*

**Key Responsibilities**

* Prescription and sales of drugs to –ill patients and customers.
* Keeping daily stock records and inventory taking on re-stocking.
* Keeping records of drugs expiry dates and shelf-life monitoring.
* Ensuring the office space is clean, safe and accessible to customers.
* Sorting, supplying & dispatch arrangement of drugs to major vendor/outlets.
* Monitoring of Store tools, waste management and routine maintenance of DG.

**INTEREST/HOBBIES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provision of services & Facility Management, Training and singing.

**REFEREES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Available on request.