**EDOZIE CHUKWUNWIKE SAMUEL**

Contact Address: Block 4, Flat 26, Bonny Camp, Victoria Island, Lagoss

Residence Address: 22, Kuye Street, Ishaga Agege, Lagos

+2348033249627, samedloewe@gmail.com

Marital Status: Married

Sex: Male

**PROFESSIONAL SUMMARY**

Versatile, Results-driven professional with a strong background in maintenance, facilities management, and project management seeking to bring talent and vision to a respected organization that rewards proven success in process improvement, troubleshooting and repair, and team leadership. Expertise in electrical and mechanical diagnoses, construction, and repair, including designing layouts and schematics. Demonstrated management skills that guide teams to success and establish meaningful relationships with clients and customers to sustain business operations.

**CORE QUALIFICATIONS**

* Vast experience with common industry tools and products
* Strong employee management and resource allocation skills
* Ability to interrupt blueprints and product design plans
* Solid ability to maintain database of available parts and maintenance dates
* Ability to motivate a team and function independently as needed
* Substantial communications skills
* Strong ability to prioritize work.
* Project Management
* Facilities Management
* Electrical / Mechanical Maintenance.
* Hands-on construction and engineering experience

**CAREER HISTORY**

FACILITIES MANAGEMENT (FM)

JUNE 1, 2022 – TILL DATE.

African Industries Group - 8 Rasak Okoya crescent, ikoyi, lagos.

Responsible for all Renovation, Repairs of all plumbing, electrical, carpentery, water treatment, Hvac of all accommodation for Exparts and staffs in all the Facilities.

**Duties;**

* **Automated and Centralized the management of Facilities.**
* **Application of Maintenance Schedule and Maintenance checklist.**
* **Utilized strategic sourcing approach for Vendors & Contractors.**
* **Monthly visit of alternate companies in respective supply markets to compare rates and learn new practices.**
* **Automated all Facility Repair and Maintenance Processes.**
* **Use d Facility Checklist and Technician Job Card.**
* **Centralized all Facility Asset Purchases.**
* **Used Asset Catalogue for all Purchases.**
* **Improved the Record of all Repair and maintenance Cost to 100%.**
* **Made 100% of payments electronically.**

PROPERTY /MAINTENANCE MANAGER - AUGUST 9, 2019 – APRIL 25, 2022

Rao investment property co. Ltd. – 3/5 modupe alakija, ikoyi crescent ikoyi, lagos

Responsible for all Property renovations, Mechanical and Maintenance of plumbing , Electrical , HVAC systems.

**Duties;**

* **Managed the purchases, sales, rentals, or development of properties.**
* **Monitored real estate incomes and expenditures, as well as collected payments.**
* **Determined rental incomes and negotiated lease agreements.**
* **Authorized maintenance, repair, equipment, and supply expenditure.**
* **Negotiated contracts with vendors, suppliers, and contractors.**
* **Oversees maintenance workers, cleaning crews, contractors, and groundskeepers.**
* **Resolved complaints from residents and tenants.**
* **Reported to real estate owners and investors on a regular basis.**
* **Met with the owner to discuss plans, events, and general estate requirements.**
* **Prepared, presented, and managed budgets.**
* **Managed the daily operations of the estate including staff schedules, upkeep, and bookings.**
* **Supervised all ground and house staff and providing training, day-to-day feedback, and performances.**
* **Managed all maintenance, repairs, and renovations to buildings and estate grounds.**
* **Promoted the estate's businesses through marketing channels such as social media.**
* **Liaised with event planners, catering services, and clients to ensure that all functions run smoothly.**
* **Managed reactive maintenance.**
* **Managed planned maintenance tasks and programs.**
* **Managed local staff, including training.**
* **Prepared scopes for tenders and attending project meetings.**
* **Evaluated technical tender returns.**
* **Monthly and yearly reporting.**
* **Ensured company standards and policies are adhered too.**
* **Identified and implemented of other PPM tasks.**
* **Scheduled shifts for directly employed labour, both for normal and standby periods.**
* **Mentored local staff and provide on-the-job guidance.**
* **Identified materials required for tasks.**
* **Identified critical spare parts for equipment.**
* **Monitored contractor’s progress and standard of work.**
* **Liaised with all department and the various contractors**

**HEAD OF FACILITIES** - Aug 2016 – July 2019

***Thyaura Partners Concept*** - 19A Sylvia Crescent, Anthony Village, Lagos

Responded to operations and maintenance of all electrical mechanical and HVAC equipment also assisted in the development and implementation of facilities management.

**Duties;**

* **Formulated and lead the implementation of a facility management program including preventative maintenance and life-cycle requirements**
* **Performed regular facilities inspections (bi-annual, pre-vacation, and post-vacation) and document reports**
* **Crafted budgets for repair/maintenance/refurbishment of facilities based on quotes**
* **Worked with Company Accountant to monitor expenses and payments**
* **Formulated and executed cost reduction initiatives**
* **Attended to maintenance and repair of facilities and equipment by artisans and vendors within set timelines and deadlines**
* **Coordinated and ensured all property renovations are completed within budget and in line with Company standards**
* **Overseas facility refurbishment and renovations**
* **Examined Regularly service contracts to ensure facility management needs are being met**
* **Delivered prompt response to requests and issues from facility occupants**
* **Assured compliance with health and safety standards and industry codes in the repair and maintenance of facilities by facility managers and artisans**
* **Advised on, and monitor energy efficiency**
* **Supervised environmental health and safety at facilities**
* **Secured adequate security of the facilities**
* **Reacted to facility and equipment alarms and system failures**
* **Prepared periodic and detailed reports on facility management activities for Management and Human Resources.**
* **Fleets and Logistics Management**

**FACILITY/MAINTENANCE MANAGER** June 2014 – July 2016

**Retro Restaurant & Lounge** - 29A, Gafari Animashaun Street, Victoria Island, Lagos.

Responsible for helping the facility teams with their day-to-day management property projects, health and safety matters and building maintenance.

**Duties;**

* Analyzed and identified equipment failure root causes and initiated correction actions.
* Monitored employee work task while installing, aligning and balancing new equipment for projects.
* Monitored equipment, tools and system updates to compile data into detailed reports for upper management.
* Observed guidelines, specifications and detailed inspections to meet strict operational and maintenance regulations.
* Delegated task to carefully selected employees in alignment with resources management goals.
* Contributed to development, implementation and execution of maintenance programs.
* Supervise daily operations, including employee performance, prevention maintenance and safety.
* Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
* Planned scheduled maintenance outages as part of preventive maintenance program.
* Monitored priorities and liaised between maintenance team and management, delegating tasks to complete on time.
* Rolled out improved training programs for maintenance employees.
* Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
* Developed and implemented employee incentives programs to promote top performance.
* Created and implemented maintenance program to optimize operational efficiency and reduce downtime.
* •Established and documented protocols for preventive maintenance procedures, decreasing equipment issues and reducing downtime by 70%.
* Provide guidance to management regarding project bids for on-site improvement.
* Implementing scheduled maintenance, retooling production status sheets and driving 10 tasks to achieve scheduling effectiveness.
* Finalized work on building systems by completing basic carpentry and plumbing and other finished work.
* Keep tracks of equipment, inventories, and system upgrades in other to prepare and present detailed reports to upper management.
* Verified proper analysis and troubleshooting of electrical, hydraulic, PLC and pneumatic systems.

**MAINTENANCE MANAGER** - April, 2012 - May 2014

**Tank & Tummy Restaurant** - 22, Oba Akran Ikeja Lagos.

Responsible for overseeing all maintenance operations and developing the skills of front line maintenance staff.

**Duties;**

* **Allocated workload and supervised upkeep staff (custodians, security, janitors etc.)**
* **Managed relationships with contractors, service providers and vendors**
* **Monitored equipment inventory and place orders when necessary**
* **Monitored electrical and hydraulic systems of facilities to ensure the functionality**
* **Planned and oversee all repair and installation activities**
* **Maintained maintenance logs and report on daily activities**
* **Ensure that designated buildings, plants and facilities are fit for purpose and to provide proactive support/solutions when required**
* **Ensured health and safety policies are complied with**
* **Supervised and lead all maintenance processes and operations.**
* **Tracked expenses and oversee the budget for facility and maintenance.**
* **Maintained all machinery to ensure it’s at working standards.**
* **Created and implemented maintenance procedures.**
* **Conducted regular inspections of the facilities to detect and resolve problems.**
* **Planned and managed all repair and installation activities.**
* **Ensured all department workers adhere to the safety policies and procedures.**
* **Assigned repair schedules and evaluated repair cost estimates.**
* **Documented and prepared daily progress reports and maintenance logs.**
* **Oversee equipment stock and place orders for new supplies when necessary.**

**MAINTENANCE MANAGER**- Feb 2010 – April 2012

***Miyeni Court, Lekki***- 5, Castle Rock, Avenue, Lekki Lagos

Responding to all facility and Maintenance upkeep of the Facility.

Duties;

* Managed reactive maintenance.
* Managed planned maintenance tasks and programs.
* Managed local staff, including training.
* Scheduled tasks.
* Prepared scopes for tenders and attending project meetings.
* Evaluated technical tender returns.
* Monthly and yearly reporting.
* Ensured company standards and policies are adhered too.
* Liaised & supported other functional areas of the business.
* Identified and implemented of other PPM tasks.
* Produced tasking instructions
* Scheduled shifts for directly employed labour, both for normal and standby periods.
* Mentored local staff and provide on-the-job guidance.
* Identified materials required for tasks.
* Identified critical spare parts for equipment.
* Preferred periodic training for maintenance supervisors
* Monitored contractor’s progress and standard of work.
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* Monitored contractor’s progress and standard of work.

**MAINTENANCE ENGINEER**- Feb 2008 – Jan 2010

Hotel Presidential, Port Harcourt Rivers State

Responsible for ensuring the safety and effectiveness of a process, system or product.

Duties;

* Inspected hotel regularly to ensure it meets safety standards
* Arranged for routine maintenance in hotel rooms, lobbies and facilities (e.g. kitchens, tennis courts)
* Organized repair projects in a manner that does not disturb guests
* Planned and oversees renovations and construction
* Resolved emergency issues (e.g. power outages)
* Created ways to reduce hotel operating costs and conserve energy
* Supervised team of Maintenance Technicians and Janitors
* Managed relationships with contractors and service providers
* Maintained budgets, expenses and activity logs
* Created technical reports for customers
* Completed regulatory documents concerning safety issues
* Finished projects on time and within budget
* Communicated with clients and coworkers about analysis results.

**AREAS OF EXPERTISE**

* Cost reduction
* Maintenance Budget
* HVAC Systems
* Electrical / Mechanical Maintenance
* Project management
* Fire Protection systems
* Fleet and Logistics management
* Quality Assurance
* Electrical & plumbing Maintenance
* Technical Skills
* Good Communication Skills
* Decision Making Skills
* Critical Thinking Skills
* Time Management Skills
* Problem Solving Skills
* Strategic mindset
* Operational and property management skills
* Analytical ability
* Emergency Preparedness and business continuity
* Ability to empower a Team
* Persistence
* Adaptability

**ACADEMIC**

**Federal University of Technology, Owerri, Imo State**

*B.Eng in Electrical & Electronics Engineering*