**DOLAPO ISAIAH OGUNTIMILEHIN**

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**CAREER OBJECTIVE**

A resourceful creative and dedicated individual with experience in various sectors, constantly learning, seeking sustainable growth with opportunities and keen to develop new skills and expertise in a challenging environment by implementing them effectively in new system in order to improve and meet organization goals.

**AREA OF EXPERTISE**

* Proficient in Microsoft office (Word, Excel, PowerPoint)
* Analytical and Problem solving abilities
* Ability to lead and manage teams and projects
* Ability to Multi-task
* Supervisory skills
* Excellent written and verbal communication skill
* Good customer relation
* Effective team player
* Driving skill

**EDUCATION AND TRAINING**

* Skill Acquisition and Entrepreneurship Development Training(SAED) 2017
* National Youth Service Corps(NYSC) 2017
* Olabisi Onabanjo University Ago-Iwoye, Ogun state 2015

B.Sc. Economics

**CERTIFICATIONS**

* Jobberman Soft-Skills Training
* Let’s Break the Chain of Covid-19 Infection

Mohammed Bin Rashid University of Medicine and Health Sciences

* Basic Online First Aid Course
* Fundamentals of Human Resources

Advance Learning Interactive Systems Online (ALISON)

* Human Resource Management Professionals

Classic Systems InfoTech Ltd. (Affiliated to Federal University of Technology, Akure)

* Data Processing

Classic Systems InfoTech Ltd. (Affiliated to Federal University of Technology, Akure)

* Introduction to Safety Management(Occupational Safety & Health Academy) OSHA

**WORK EXPERIENCE**

Real Estate Brokerage Company, Victoria Island Lagos 2022-Present

**Facilities Manager**

Duties:

* Inspection of all facilities on daily basis to identify any form of damages or leakages
* Daily Inspection of all staff duties
* Updating the Power Tracker which includes EKEDC, GENERATOR AND DIESEL
* Supervise and follow up with vendors in order to carry out their assigned task
* Provide weekly and monthly report of all Facility Trackers

Highrachy Investment & Technology Limited , Lekki Lagos 2021-2022

**Facilities Manager**

Duties:

* Scheduling and planning regular maintenance and building report
* Ensure compliance with health and safety regulations
* Ensure all facilities like water treatment plant, generator, light meters, waste disposal, sewage tanks are well maintained
* Supervise and manage on-going project
* Provide monthly maintenance schedule and report

Fina Trust Microfinance Bank, Ikeja Lagos 2021

**Relationship/Loan Officer**

Duties:

* Meet with loan applicants to gather personal information and answer

questions to evaluate their loan application and risk

* Explain to applicants the types and terms of each loan to determine a loan

that is suitable for their specific needs

* Track and maintain credit and loan information
* Work with existing clients to strengthen relationships, encourage referrals, and

enhance your reputation among others seeking loans

Gbite and Associate, Estate Surveyor and Valuer, Maryland Lagos 2018-2021

**Facility Officer**

Duties:

* Carrying out daily routine inspection of the entire premises so as to identify any preventive maintenance work.
* General supervision of Vendors, Contractors and staffs working within the estate. E.g. Gardner, swimming pool maintenance, Security personnel, Cleaners
* Overseeing all repairs and renovation work within the estate.
* Ensuring the facilities meet government regulations and environmental, health and security standard.
* Provide daily and monthly activities report

Teiam Electrical Enterprises, Oshogbo 2017-2018

**Sales Executive**

Duties:

* Present, promote and sell products/services
* Supervised teams of staff like sales representatives
* Supervised electrical installation projects.
* Keeping up-to-date on current market changes and trends.

Ministry of Commerce, Industry and Cooperatives, Oshogbo 2016-2017

**Sales Representative and Store Keeper**

Duties:

* Arrange and couple new standardized scales for customers
* Assisted in outdoor/field sales and marketing enforced by the State Government
* Promote and sell products using solid arguments to existing and prospective customers.
* Maintained the inward and outward flow of goods with proper documentation

Al Bader Construction & Steel Works W.L.L. Doha, Qatar 2011-2014

**HSE Officer**

Duties:

* Ensured that the company HSE plans is successfully implemented.
* Inspect sites to ensure it is a hazard-free environment
* Supervised and managed workers with the safety guidelines
* Delivered HSE awareness and induction training and evaluates feedback.
* Conducted basic START/Toolbox talk regularly as required.
* Issued daily weekly and monthly activities report.

**PERSONAL DATA**

Nationality: Nigerian

Sex: Male

Marital Status: Married

**REFERENCES**

Upon request