**BAKARE SAHEED ABIOLA**

10 Sosanyo Str off Awoyokun Onipanu, Lagos state

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**ACADEMIC QUALIFICATIONS**

**Federal Polytechnic Bida, Niger state.** Jan.2016 - Sept.2017

HND Estate Management

**Osun State College of Technology, Esa-Oke Osun State.** Dec.2012 - Sept.2014

N.D Estate Management

**WORK EXPERIENCE**

***Elizade Nigeria Limited***

*Assistant Property/Facility Manager April 2022-*

* Advertise and market vacant spaces to attract tenants
* Oversee land and landed properties including building operations, and administration, client/tenant relations, leasing, and financial reporting.
* Update, maintain, audit and manage the department's database with land titles, legal documents, lease agreements, maintenance schedules, and rental income accounts
* Preparation detailed monthly service charge accounts and reviews same for all managed properties
* Manage and plan property operating budgets, control property income and expenses, and complete required reports including weekly, monthly, quarterly leasing, variance, and capital reporting
* Maintaining long-range capital improvements planning through regular inspections of property for damage, contractor effectiveness, and areas of improvement
* Vetting/negotiation of BOQ
* Selection of vendors and contractors, development of scope of work and coordination to expedite the completion of work
* Ensuring that basic facilities, such as water and ACs, are well-maintained.
* Managing any refurbishments, current and future renovations and office moves to make sure they all run smoothly and according to plan.

**SKLD Integrated Service Limited (Formally school kits limited)**

 *Admin /Facilities Executive Aug. 2020-March 2022*

* To protect and ensure effective use and availability of company’s facilities, working tools and equipment for business operational performance.
* Develops and implements approved Admin and Facilities strategies, policies and procedures.
* Prepares annual budget and plan for the department and monitors its implementation.
* Liaises with Unit Heads to ensure the safe keeping and efficient utilization of all office facilities and equipment.
* Manages the provision of general support services, including dispatch, cleaning, security, diesel supply services and upkeep of office premises.
* Negotiates cost effective contract rates with vendors and monitors service level agreements with vendors.
* Develops and maintains an effective working relationship with vendors/ suppliers to ensure value for money and efficient service delivery.
* Monitors and implements Service Level Agreements (SLAs) to ensure service integrity and adherence to SLAs provisions.
* Reviews and updates processes and procedures for purchasing, storing and distributing consumables, stationery, utilities and physical assets.
* Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security
* Ensuring that basic facilities, such as water and ACs, are well-maintained.
* Managing any refurbishments, current and future renovations and office moves to make sure they all run smoothly and according to plan.
* Allocating and managing space between buildings
* Ensuring that facilities meet government regulations and environmental, health and security standards
* Overseeing building projects, renovations or refurbishments
* Advising the business on increasing energy efficiency and cost-effectiveness
* Tracking of insurance polices

**SKLD Integrated Service Limited (Formally school kits limited)**

*Admin Officer. (Admin & Facilities) Sept.2019 -Aug 2020*

* Take responsibility for all planning, implementation and monitoring aspects logistics needs in Lagos and other 20 states including North
* Maintenance and management of 15 operational vehicles and 3 dispatch bikes
* Oversee and manage logistics, warehouse, and transportation and customer services.
* Keep track of vehicle movement from pickup location and ensure prompt delivery efficiency.
* Resolve problems concerning transportation, logistics systems, or customer issues
* Maintenance of office equipment, repairs servicing and replacement of asset and equipment.
* Vendor management.
* Fire safety Equipment installation and maintenance.
* Monitor inventory of office supplies and the purchasing of new material.

**Dominion Publishing House, Canaanland Ota, Ogun state**

*Assistance Inventory Manager. April 2019 - Sept.2019*

* Maintaining optimal stock levels to ensure timely availability of products.
* Managing an Inventory team comprising of Shift Managers and team leaders.
* Managing excess and ageing stock.
* Maintaining effective business relationships with customers.
* Coordinating the shipment of goods from the warehouse.
* Investigating customer complaints.

**Government Day Secondary School Katami, Silame Local Government, Sokoto State**

*Assistance Instructor (NYSC Service Year) April 2018- March 2019*

* Enhancing students participating in school curriculum
* Encouraging and improving students concept on education

**Ibadan Electricity Distribution Company (IBEDC), Asset Customer and Enumeration (ACE) Ota, Ogun state**

*Asset Enumerator. Nov. 2017 - March. 2018*

* Worked with supervisor to resolve building/Asset link problems, improve operations and provide exceptional customer
* Enumeration of asset/ customer and collection of customer information
* Asset mapping and creating database with the use of Geo-technique device (Transformer, uppriser, higher tension and low tension)
* Determination/ capturing of action and passive network, customer and buildings

**Next level Aluminum, Power Line along, Ijebu Jesa Road, Ilesha Osun State.**

*Facility Manager (One Year Industrial Training).* Jan.2014-Dec.2015

* Responded to building emergencies and managed repairs.
* Investigated problems and determined appropriate remedies.
* Worked with support teams to resolve issues with machines, equipment and facilities.
* Created one month management reports outlining important facility statistics.
* Accounted for machine usage and organizational needs when planning maintenance activities.
* Created sustainable improvement initiatives to ensure efficient use of energy.

**Floben properties, G16 Floben place, Isare Street, Ilesha Osun State.**

*Site supervisor /Project Manager (SIWES Training). Aug.2013-Dec.2013*

* Delegated assignments based on site plans, project needs and knowledge of individual team members.
* Managed safety and security of location to prevent intrusion, criminal activity, vandalism and injuries to workers.
* Completed accurate material and labor estimates for jobs within estimated budgets.
* Asserted control over material usage and contractor man-hours to keep projects in line with budgetary restrictions.
* Delivered reports to project each week to detail project updates and likely completion dates, noting delays and reasons for occurrence.

**CERTIFICATION**

National Youth Service Corps (NYSC). March, 2019

Health & Safety Mgt System ISO 45001 June, 2019

International Facility Management Association (IFMA) Member Feb, 2021

Health and Safety Environment 1-3 April, 2021

Fire safety Training Aug, 2021

Nigerian Institution of Estate Surveyor & Valuer (NIESV) (In view)

**CAMPUS AND COMMUNITY INVOLVEMENT**

Sustainable Development Goal (SDG) Club NYSC. April, 2018 - March, 2019

*Member*

* Encourage afforestation, plantation of 400 tree seeds
* Involvement of individuals in community development (water, Education)
* Canvassing telecom services provider to their service in the host community

**HIV and AIDS Advocacy Group, Bida Niger State.**

*Branch Coordinator*  March, 2016-Nov.2017

* Sensitization of the continued existence of Hiv and Aid and it symptoms
* Identifying the possible cause and precautionary measure
* Awareness on ways to coup the spread of the disease.

**SKILLS**

* Google analytics, Electronic waste management
* Public speaking, Research & Strategy, Teamwork, Good Decision making
* Excellent customer service and communication skills
* Strong people and interpersonal skills
* Proficient in Microsoft application packages, AutoCAD, ArcGIS

**REFERENCE**

Available upon request