

OLADEJI OLALEKAN ISMAIL

Address: 172, Mushin Road, Lagos Phone Number: 08083683525

Email: olalekan601@yahoo.com

OBJECTIVE:

To utilize acquired knowledge and skills effectively to provide high quality service toward the achievement of organizational goal in a challenge driven environment.

PROFESSIONAL SUMMARY

I am a result oriented professional with over 7 years' experience in the Real Estate and Facilities Management Industry stirred by an ardent desire to contribute my skills and expertise in project and facilities management to solving related problems timely.

CORE COMPETENCES:

- Proficient use of Microsoft office.
- Efficient use of customer relationship management application (CRM).
- Customer and vendor relationship management.
- Facility management, building maintenance and procurement.
- Facilities Budgeting and finance management.
- Project management.

ACADEMIC RECORDS

Institution:	Bells University of Technology, Ota, Ogun state.	-2022
Degree obtained:	Bachelor of Technology in Estate Management	
Class of Degree:	Second Class lower	
Institution:	National Youth Service Corps (Niger State).	- 2016
Certificate obtained:	NYSC Certificate	
Institution:	Osun State College of Technology, Esa-Oke.	- 2014
Degree obtained:	Higher National Diploma in Estate management	
Class of Degree:	Lower Credit	
Institution:	Osun State College of Technology, Esa-Oke.	- 2011
Degree obtained:	National Diploma in Estate management	
Class of Degree:	Lower Credit	
Institution:	Coker Area Comprehensive High School.	-2008
Certificate obtained:	NECO	

WORKING EXPERIENCES:

Present Employer: **JAMES CUBITT FACILITY MANAGERS, Lagos**
Position: **Lead Operations Supervisor (Facilities Supervisor)**
Date: May 2022 till date.

Job function:

- facilitate maintenance and maintenance schedule (PPMS).
- increase operational effectiveness and efficiency of building and Infrastructures.
- Management, supervision, and coordination contractors/vendors work or project.
- Manage annual Facilities' budget and forecast exercises
- Prepare weekly, monthly, bi-annual and annual operational report.
- Review and ensure service level agreement is reached.
- General routine check on the facilities, security personal Cleaners, equipment and ambiance.
- Supervision of the water treatment personnel, treatment plant and treatment process to ensure quality water supply.
- Ensure excellent customer service deliver
- Administration of energy usage analysis and estate power generation to ensure cost saving.
- Prepare weekly, monthly, bi-annual and annual operational report.

Employer: **TROCADERO LIMITED.**
Position: **Facility Manager**
Date: November 2021- April 2022

Job function:

- Facilitated maintenance and maintenance schedule (PPMS).
- increased operational effectiveness and efficiency of building & Infrastructures.
- Managed, supervised, and coordinated contractors/vendors works or project.
- Ensured strict adherence to estate rules and regulations.
- Ensured that the building meet health and safety requirements in compliance to facility legislation.
- Proactively maintained scheduling of all internal and external appliances, fabric, furniture, and facilities operations
- Allocated and utilization of space and management of it

resources.

- Administered energy usage analysis and estate power generation to ensure cost saving.
- Prepared operational report on activities carried out in the estate.
- Ensured service level agreement is reached.
- General routine check on the estate facilities, security personal Cleaners and equipment.
- Supervision of the water treatment personnel, treatment plant and treatment process to ensure quality water supply.
- Ensure excellent customer service delivery.

Employer: **ABBEY MORTGAGE BANK PLC.**

Position: **Facility Officer**

Date: December 2020 – September 2021

- Job function:**
- Facilitated the execution of fire drill for the Bank over approved Period.
 - Management, supervision, and coordination contractors/vendors work or project.
 - Periodic maintenance of Bank's assets and facilities (PPMS).
 - Updating and record keeping of Bank's asset register, maintenance work schedule, installations and inspection log logbook.

Employer: **BEACHWAY MANAGERS**

Position: **Facility Officer**

Date: April 2018 – October 2020

- Estate ambiance.
- Preparation, collection and update of resident estate service charge and account statement.
- Ensure strict adherence to estate rules and regulations including health and safety rules.

Employer: **INTEGRATED CORPORATE SERVICES LTD.**

Seconded Company: **DIAMOND BANK PLC.**

Position: **Customer Service Executive**

Date: June 2016 – March 2018

- Job functions:**
- Accounts opening and maintenance for new and existing customers.
 - Processing of customers' information, requests and mandates

PROFESSIONAL CERTIFICATIONS /TRAINING:

Institution: ECHAD CONSULTING 360 DEGREE LEADERSHIP TRAINING.

Certificate obtained: Certificate of Participation.

Date: October 2022.

Institution: WORLD SAFETY ORGANIZATION (WSO).

Certificate obtained: Occupational and Environmental Safety & Health.

HSE level 1 - Health and Safety at Work.

HSE Level 2 - Risk Assessment Practical Application.

HSE Level 3 – Environmental Awareness.

Date: September 2021.

Institution: NIGERIAN INSTITUTION OF ESTATE SURVEYORS AND VALUERS (NIESV).

Certificate obtained: Probationer Member (P05751).

Date: August 2017- till date

REFERENCES:

Mr. Shola Yusuf

Senior Estate Surveyor
Ubosi Eleh And Co.

3/5, Adeyemo Alakija Street,
Victoria Island, Lagos State
08025032656.

Mrs. Moronfoluwa O. Kehinde

Chief Confidential Secretary and Personal
Secretary to the Rector.

Osun State College of Technology.
Esa Oke, Osun State.
08035855899.