**ELIJAH IDIAFEHI**

Isolo, Lagos | 08068897046 | elijah.idiafehi@gmail.com

A qualified, registered and experienced Facility Manager with a degree in Production Engineering, with many years of work experience as a Facility Manager. Effectively using my skills and professional experience to foster the growth and development of the organization, thereby achieving the desired aims and objectives of my employer, while enhancing my knowledge and skills in the field.

**SKILLS**

* Strong organization skills with a problem solving attitude
* Good application of technical skills to work
* Excellent written and verbal communication skills
* Keen attention to details
* Very creative and organized
* A team player
* Highly efficient in working with numbers
* Efficient in record keeping
* A fast learner and good decision making
* Efficient use of Microsoft office tools

**WORK EXPERIENCE**

Facility Manager, (01/2020) – (present)

Efficacy Construction Company Limited, Victoria Island, Lagos

* Overseeing, sourcing and agreeing to contracts and providers for services including security, electrical, mechanical and technical works and general management
* Advising the company on measures to improve the efficiency and cost effectiveness of the facilities
* Coordinating all facility officers at our various facilities and directing them professionally
* Supervising multi-disciplinary teams of facility staff including maintenance, technicians, security, cleaners and gardeners
* Ensuring that building systems and equipment are operating efficiently and effectively
* Manage building maintenance and repair project to minimize downtime and disruptions
* Develop and implement emergency preparedness plans and protocol to respond to crisis and disaster
* Managing budgets and ensuring cost effectiveness
* Ensuring the basic facilities are well maintained and conducting proactive maintenance
* Ensuring the facilities meet compliance standards and government regulations
* Planning for the future by forecasting the facilities upcoming needs and requirement
* Overseeing any renovations and refurbishments
* Ensuring that basic facilities such as water and heating are well maintained
* Develop and maintain positive relationships with staff, vendors, contractors and all users of the facility to support a healthy and collaborative work environment
* Always enforcing safety guidelines
* Regularly inspecting the facilities and identifying the need for repairs and renovations
* Planning and coordinating all installations within the facilities
* Regularly reviewing utilities consumption and striving to minimize cost
* Supervising all facility staff and external contractors
* Controlling activities like parking space allocation, waste disposal, building security and others
* Keeping financial and non-financial records with respect to estate management and office administration

Facility Manager (08/2017) – (01/2020)

Sharabay Engineering and Construction Company Limited, Isolo, Lagos

* Carrying out routine inspection of the facility premises
* Supervising all facility staff (Security, Technicians, Cleaners, Gardner, etc) and external vendors
* Planning and coordinating all installations and refurbishment
* Managing the upkeep of equipment and supplies to meet health and safety standard
* Budget planning and scheduling facility modifications, including cost estimates
* Creating and executing work plans and revise appropriately
* Keeping updated records and files
* Prioritizing tasks and providing guidance to technicians/non-technical staff and follow up with clients
* Receiving client complaints and assigning necessary staff to address the issues
* Ensuring there is always availability of clean water, electricity and other necessities
* Giving regular reports and updates of estate activities to the operations manager
* Disseminating information and sending official mails to facility occupants

Technical Officer (08/2015) – (08/2017)

Mark iv Engineering Limited, Isolo, Lagos

* Remanufactured crankshafts
* Remanufactured engine blocks
* Metal fabrications
* Trained new staff
* Trained new staff
* Prepared and maintained a general maintenance schedule
* Advised management on cost effective ways to perform maintenance and repairs
* Reported urgent maintenance and repair tasks to management for approval

Industrial Trainee (11/2019) – (11/2020)

* Assisted in the production of cosmetics
* Maintenance of machines used in production of cosmetics

**EDUCATION**

Bachelor of Engineering (B.Eng) (2013)

Production Engineering

University of Benin, Edo state

Senior School Certificate (SSCE) (2008)

Suzan Martins Comprehensive High School, Mushin, Lagos

Discharge Certificate (2015)

Nation Youth Service Corp (NYSC)

**PROFESSIONAL CERTIFICATIONS**

Registered Member (2023)

Association of Facility Management Practitioners of Nigeria (AFMPN)

Certificate in Facility Management (2023)

Max-migold Training Center

Certificate in Emergency and Disaster Management (2023)

La Plage Meta Verse

Certificate in Disaster Risk Response (2023)

La Plage Meta Verse

Certificate in Monitoring and Evaluation (2023)

La Plage Meta Verse

Leadership Training Certificate (2010)

Sundoulous African Leadership Training Institute

**REFEREES**

To be tendered on request