

IYOHO, VICTOR E.

Lagos. Nigeria

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Career Objective: To enhance the value of any establishment I find myself, using my wealth of experience in Facility and Project Management.

WORK HISTORY

EFX OPTIONZ LIMITED

Workplace Development, Real Estate and Facility Management Company

- Lease out of property.
- Property sourcing for clients – rental or short stay
- Property Sales
- Monitor the work progress of our facility managers at our various sites

Senior Management

January 2021 to date

NIGERIAN BOTTLING COMPANY LIMITED (A Coca Cola Hellenic Bottling Company)

March 2006 to November 2020

NBC HOUSE

Oyingbo, Lagos.

FACILITIES MANAGER

ACHIEVEMENTS

- Monitored and implemented excellent maintenance and housekeeping practices, promoting a pleasant working environment at the office and depots.
- While in the Procurement department as a Senior Buyer, renegotiated downwards over 50% of all rental accommodation for expatriates.
- Also in Procurement, I was able to get landlords in certain depot locations around Nigeria, to refurbish their properties at no cost to NBC
- I designed the seating layout for the finance team, working with the Function Head.
- Reduction on expenses incurred in NBC Housing maintenance for HO
- Significant savings on all rents and services
- Introduced Good House Keeping (GHK) practice nationwide, particularly in HO ensuring the outsourced janitorial company was in alignment with our expectation. Cleaning, and Fumigation as necessary
- During the COVID period, I was a part of the team responsible for the security and safety of the few staff working at the office, creating awareness regularly on the need to observe the necessary protocols. From the planning to implementation.

- Working with top management and the group office, was able to get HO landlord to address major safety concerns (I carried out a safety audit along with personnel from the group office) – Replacement of elevators, refurbishment of Power Room, proper rewiring of electrical systems, adequate fighting equipment at strategic areas.
- Got accommodation ready for a company VIP from overseas and his associate within short notice
- Managed the complete refurbishment and eventual handover of a training school facility on schedule
- Carried out a tour of 80% of NBC depots and submitted a report on the necessary refurbishments and improvements to imbibe the culture of safety and conducive work environment at that level.
- Developed a spreadsheet for HO Fixed Assets Manager on all NBC Assets in NBC residential properties
- Effectively communicated a cost analysis of electricity usage at all NBC leased properties in Lagos for decision-making by top management.
- Provided complete accommodation for all expatriates, beginning with a look-see period to eventual fit-out and move in
- Planned and managed the new Head Office fit-out, including the movement from old site (250staff) to a new location using 2 weekends to achieve this without disruption of the work process.
- Made a sale recommendation to management on an NBC residential property. I conducted an integrity test and found the building to be a danger structurally. All personnel were evacuated and I provided an analysis on its existing market value
- Supported a fit-out of Ikeja commercial room
- Improved on the QRT to requests. (Quick Response Time)
- Properly manage 3rd party service providers (AGL, UPDC, Fieldco etc) and get additional services from them at no additional costs to the company as related to expatriate housing
- In 3 expatriate residential locations, negotiated with the different landlords to replace all Air conditioners with new ones (total of 24ACs). No cost to the company
- Part of team that managed the fit-out for SAP offices during the training.
- Designed the floor plan for the new Quality & Sustainability unit with the legal function, on the ground floor and managed the total office fit-out of same
- Part of team that planned and introduced the CCHBC Values roll-out in NBC
- Facilitated a monthly Toolbox Talk (safety initiative)
- Designed and created additional space which previously accommodated 7 persons to 16 persons satisfactorily (Commercial Function), liaising directly with HR Commercial Partner and Commercial Director.
- Prepared additional new space for HR team liaising with HR Senior Partners and HR Director
- Managed the exit from Badagry depot property and several other properties with minimal costs.
- Project Managed the total re-modification of NBC Head Office without disruption to the business. 5 Floors 380 personnel – Partition, Furniture, Network connection...
- Successful management of tenancy contracts for Head Office and all expatriate accommodation
- Closed out on 30 key safety audit observations in Head Office – Involved in-house along with 3rd party vendors.
- Resolved disputes between landlords and NBC amicably on several occasions pertaining to tenancy issues.

ERGONOMIX LIMITED (workplace solutions) August 2003 – February 2006
Plot 33, Western Avenue
Surulere, Lagos.

HEAD OF SALES AND BUSINESS DEVELOPMENT

ACHIEVEMENTS

- Closed multi-million naira deals with **Ecobank, Vmobile, IBTC** and **MTN**, maintaining business with these companies
- Managed Chevron, Mobil, Shell and Agip accounts
- Struck a partnership deal with a South African company, a workplace service provider
- Introduced the bulk filer system to the market (Closing partnership deal with Prostore SA)

21ST CENTURY TECHNOLOGIES LIMITED October 2000 – July 2003
Victoria – Island, Lagos.

HEAD OF ADMIN AND FACILITIES

Was a Sales Executive for almost 2 years before being asked to Head Facilities. In charge of the daily maintenance and Administrative concern of the company. The company is into telephone services (land phone) and is also an Internet Service Provider. Answered directly to the **Executive Vice Chairman (EVC)**.

ACHIEVEMENTS

- Supervised the Construction/Preparation/Commissioning of all switch sites in Victoria Island, Apapa, Lekki, Ikoyi and Ikeja.
- Introduced the tender process of selecting contractors
- Developed an effective policy to improve on the warehouse management process.
- Planned and designed the seating layout on the first floor arrangement (Partitioned)
- Improved on the Vehicle/Generator maintenance process
- Developed an effective system for fueling of vehicles
- Was able to single handedly get Local Government authorization for areas where digging was prohibited
- Introduced the HSE Policy

TOTAL OFFICE CONCEPT (Steelcase, USA) May, 1998 – Sept.2000
Victoria – Island, Lagos.

HEAD OF OPERATIONS

This is a company that represents Steelcase Inc. USA, in Nigeria, dealing in the marketing and sale of **Office Furniture Solutions**. Answered to the Managing Director.

ACHIEVEMENTS

- Single-handedly closed out multi-million naira contracts with major corporations including the then Chartered Bank, Lead Merchant Bank, Nigerian Bottling Company Plc, Shell Nigeria Exploration & Petroleum Company.
- Project managed fit-out with then Coca Cola Nigeria Ltd, Union Bank Head Office Marina, Shell (SNEPCO & SPDC), Nigerian Bottling Company Plc's ultra-modern Plant in Benin (Prepared a presentation to the management which included the furniture layout design), M.I. International, Capital International Bank amongst others.

ABILITIES

Highly resourceful. Quick to learn. Can work under pressure whilst maintaining rational decisions and meeting deadlines.

Leadership ability – not just managerial skills, knowledge of what and when to delegate tasks. Ability to turn ideas into solutions with positive results whilst remaining focused, yet flexible

EDUCATION

University of Uyo, Uyo.

B. sc. Hons. (Political Science & Public Administration)

PROFESSIONAL TRAINING

Lagos Business School

“Leading the Effective Sales Force”.

Steelcase South African Dealer

In – House training program in Johannesburg, South Africa on “Project Management, Sales and Workplace Solutions”

Nigerian Bottling Company Limited

“Passion to Lead” held in the northern part of Nigeria for selected managers.

International Facilities Management Association.

Certificate:

“Introduction to the Business of Facilities Management”.

NEBOSH Training and Certification (Occupational Safety & Health) –

International Health and Safety Practical Application

Management of International Health and Safety

Control of International Workplace Hazards

CCHBC organized a training workshop on “Permit to Work”.

Facility and Asset Management Appreciation Course

Six Sigma Appreciation Course

Certificate of Achievement – Project Management

Real Estate Business – REBC

Introduction to Enterprise Risk Management

Essential Security Practices (Arc Training UK)

Ethics and AML Essentials for Real Estate Professionals