

AHMED ADEWALE NASIRU

6, Ajiga Close, Off Sofuye Street, Ilasamaja, Oshodi-Isolo, Lagos.

08162748947 na.adewale@gmail.com

PROFILE AND SKILLSET

A Graduate of Estate management and an ardent learner with ceaseless urge for creating new initiatives to advance the productivity of an organization and working towards achieving the objectives of the firm.

WORK EXPERIENCE

Global Outsourcing Services Ltd

Main Tejuosho Shopping Complex

Phase 1, Yaba, Lagos

May 2022- Till Date

Facility Manager

Job Description

- Daily structural inspection
- Billing/collection of rent/service charge
- Supervision of electrician, plumber and civil work
- Vendor selection and management
- Offer sales/leasing & letting of shops
- Health, safety, environment and quality management systems
- Daily coordination of revenue collection for car park, public toilet, power tokens, promotions & events
- Daily monitoring of water treatment plant, sewage treatment plant and fire hydrant plant
- Supervision of security, janitors, and gardeners
- Supervision of elevator operations
- Daily management of generator and powerhouse
- Conducting toolbox meetings with staff
- Monthly report writing

Fulus Investment Ltd (Property Development & Management Company)

124, Ojuelegba Road, Ayilara Junction, Surulere, Lagos

March 2018-April 2022

Property Manager

Job Description

- Management of commercial & residential properties
- Supervision, site inspection/coordination.
- Rent collection
- Sourcing and negotiation of properties on behalf of clients for purposes of sale, purchase, letting/leasing
- Preparation of letters of offer & acceptance
- Report writing

Lagos HOMS Ilupeju Scheme Residents Association

Lagos Homs, Adeyemi Bero Crescent, Ilupeju, Lagos

November 2016- February 2018

Facility Manager

Job Description

- Manage installations (water treatment plant, sewage treatment plant, powerhouse and generator etc.) and refurbishments
- Inspect buildings' structures to determine the need for repairs or renovations.
- Appraise utility consumption and strive to minimize operational costs.
- Supervise all the estate staff (cleaners, technicians, gatekeeper, plumber, carpenter and gardener, etc.) and external contractors.
- Control activities like parking space allocation, waste disposal etc.
- Keeping financial and non-financial records.
- Daily Meter Reading

Jaleel Olori-Aje & Co. (Estate Surveyors & Valuers)

2015-2016

1st floor, Suite 30, Kingsway Building, 51/52, Marina, Lagos.

Attachement/Estate Surveyor

Job Description

- Administration of service charge.
- Sourcing and negotiation of properties on behalf of clients for purposes of sale, purchase, letting/leasing
- Management of properties
- Preparation of letters of offer & acceptance

Ghazal Adepoju & Co (Legal Practitioners & Property Consultants)

2009

Block 85, Flat 1, Annex Iponri Housing Estate, Surulere, Lagos

Industrial Attachment

Job Description

- Management of properties
- Sourcing and negotiation of properties on behalf of clients for purposes of sale, purchase, letting/leasing
- Preparation of letters of offer & acceptance

EDUCATION AND QUALIFICATIONS

Obafemi Awolowo University, Ile-Ife. (B.Sc. Estate Management) 2015

Federal Polytechnic, Ilaro, Ogun State (OND Estate Management) 2009

USE OF COMPUTER & STATISTICAL PACKAGES

Microsoft Applications, i.e. Ms Word, Excel and Power Point

MEMBERSHIP OF PROFESSIONAL BODIES

Associate Member, Nigerian Institution of Estate Surveyors & Valuers (In View)

REFERENCES

Available on request