**DANJUKUN AJEH MATTEW**

**EMAIL Add**: mdanjukun@gmail.com

**Tel**: 08027691722

Results- Oriented and enthusiastic facility and occupational health and safety professional, multi-task facility team leader skilled at ensuring facilities are well maintained and improved upon, provide safe and conducive working environment and effective vendor management.

**WORKING EXPERIENCE:** **POSITION DATE**

Reliance Logistics facility manager 2016-till-date

Seconded To United Bank Africa

* Ability to ensure all equipments and other facilities are functioning well.
* Ability to develop and execute a system for regular cleaning, repair and maintenance of facilities.
* Ability to initiate intervention to solve problems in facilities.
* Ability to update and maintain usage records and invoice clients accordingly.
* Effective vendor management
* Ability to supervise general cleaning daily.
* Ability to educate staff how to respond to emergency incase of fire outbreak and other related matters.
* Ability to ensure that safety guidelines are strictly followed during working hours.

Minimal Arts Gallery Administrative Manager

 Balarabe Musa, Victoria Island

* Ability to monitor inventory of supplies and sales of art work and painting
* Ability to organize and supervise other office activities such as cleaning, purchasing of stationary and its usage
* Ability to oversee facility services and maintenance activities.
* Effective vendor management
* Effective security management.

SEMINARS ATTENDED:

* Fire safety management training-2019
* Occupational health and safety management training-2020
* Crisis management training-2021
* Crowd control-2021
* Security management training-2022

**EDUCATIONAL BACKGROUND:**  **DATE:**

Certificate of specialization 2021-2022

In operation and safety management

 (CIEL CONSULTING)

BSC Business administration 2006-2012

 Lagos State university, Ojo

**REFEREE:**

**MR DAVID AGADA**

**TEL: 08034052505**

**MR EKELE FRIDAY**

**TEL: 07033144009**