

MATTHEW E. OSEH, pfm

Tel.: 08063379889.

Email: mathausdecat@yahoo.com

11, Oladele Ogundeji Street, Off Victor Olaleye Avenue, By Rogo Bus Stop, Iju-Ishaga, Lagos State.



OBJECTIVE: To contribute my quota towards the achievement of the overall goals and objectives of the organization in a challenging and ever dynamic environment.

QUALITIES:

- Honest
- Ability to learn new ideas and adapt easily to a challenging working environment
- Disciplined and committed

BIO-DATA:

State of Origin: Edo State
L.G.A.: Esan South East
Date of Birth: 16th February, 1977
Sex: Male
Marital Status: Married

EDUCATION:

Name of Institution	Qualification Obtained	Date
Alpha Mead Training Centre	Professional in Facility Management	2023
Max-Migold Training Institute	The FM Master Craft Diploma	In view
Nigerian Institute of Management	Graduate	2006
Federal Polytechnic, Auchi, Edo State	HND (Upper Credit), Estate Management	2000 - 2004
General Certificate in Examination	WASSCE	2003

WORK EXPERIENCE:

July, 2019 – Date.

Alpha Mead Group, Lagos State. (MD's Court & Ashton Court).

Designation: Facility Manager.

Job description:

- Total oversight functions on all aspects of the facilities management provision in the estate.
- Ensuring proper, effective and real time communication (written and verbal) between Clients and Line Managers.
- Preparation of periodic reports and proper filing and documentation of same.
- Ensuring that a high level of customer service experience is attained.
- Management of the entire maintenance process from issue reporting to job completion.
- Plan, schedule, coordinate and monitor all repair and maintenance works (preventive and corrective) to be executed by the maintenance team.
- Interfacing with all stakeholders in aligning and delivering an efficient service that supports and enables value for resources.
- Ensuring a timely resolution of issues bothering on facility management.
- Ensuring total budgetary compliance for effective cost management and minimization of waste.

November, 2017 – June, 2019.

Megamound Investment Limited, Plot 14, Muri Okunola Street, V.I., Lagos State.

Designation: Facility Officer.

Job description:

- Total oversight functions on all aspects of the facilities management provision in the estate.
- Liaising with Procurement Department on the timely delivery of quality materials and to specification.
- Ensuring proper, effective and real time communication (written and verbal) between Clients and Line Managers.
- Preparation of periodic reports and proper filing and documentation of same.
- Ensuring that a high level of customer service experience is attained.
- Management of the entire maintenance process from issue reporting to job.
- Plan, schedule, coordinate and monitor all repair and maintenance works (preventive and corrective) to be executed by the maintenance team.
- Interfacing with all stakeholders in aligning and delivering an efficient service that supports and enables value for resources.
- Ensuring a timely resolution of issues bothering on facility management.
- Ensuring total budgetary compliance for effective cost management and minimization of waste.

December 2012 - November 2017.

Joe Akhigbe & Associates, 19, Tinubu Street, Lafiaji, Lagos State.

Designation: Valuation Surveyor/ Facilities Manager.

Job description:

- Carrying out Valuation of properties for various purposes.
- Liaising with contractors in procurements of building materials
- Carrying out routine/pre-vacation inspection of houses
- Supervising and carrying out routine maintenance of properties
- Taking of inventory/schedule of dilapidation and repairs in buildings
- Collection/accounting of rent and payment of Statutory Bills, e.t.c.

2005 - 2006

Probate Registry, High Court of Justice, Abakaliki, Ebonyi

Designation: Estate Officer

Job description:

- Inspection and valuation of deceased estate
- Preparation of Estate Duty

TRAINING:

January, 2023

Max-Migold Training Institute:- Facility Management Basics Training.

November, 2022

Alpha Mead Facilities:- Important tips for succeeding as a Facility Manager.

December 2021

Alpha Mead Facilities:- Training on Operational Excellence.

April 2013

PHRONESIS Precepts & Resources:- Development of a Client Base & Effective Service Delivery.

June 2011

Richardson Oil & Gas Ltd:- Oil and Gas Products Chain Economics, Value Creation and Measurement.

VOLUNTEER SERVICE:

2010, Probate Member: Nigerian Institution of Estate Surveyors & Valuers.

2005 – 2006, Deputy Cadet-In-Chief: Road Safety Club (NYSC/FRSC), Ebonyi State Sector Command.

INTEREST:

- Reading, watching football matches & cooking.

SKILLS/COMPETENCY:

- Inter-personal skill and team player; Computer proficient and Numerical skills
- Good communication (oral and written); Good planning, organization of work and a trouble shooter

REFEREE:

Anthony Oamen (Mr.)

Personnel Manager
Dura-pack Nigeria Ltd
Ikeja, Lagos State.

0802 846 7683.

anthony.oame@gmail.com

Clement Adefulire (Mr.)

Managing Partner
CPA Partners
Talabi Street,
Ikeja Lagos State.

080 523 00393.

cadefulire@yahoo.com

Lawrence Ehiosun (Mr.)

Head, Valuation
Joe Akhigbe & Associates Lafiaji
Lagos state

080 343 95404.

ehiosunlaw@yahoo.ca

