**BOLAJI OLANREWAJU**

CLOSE 56, HOUSE 13, SATELLITE TOWN,

AMUWO ODOFIN L.G.A. LAGOS STATE, NIGERIA

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**PROFESSIONAL SUMMARY**

Asset & Maintenance Professional, with 18+ years of wide varied and specialized experience in Facilities, Fleet, Trucks, Office and Power Equipment, Power & Heavy Duty Equipment, Generators & Machines Management, Having understanding of Engineering, Maintenance & Operations systems in Various Sectors such as Hospitality, Manufacturing, Production, Downstream Oil & Gas (Material handling). (**MANTRAC** - **CATERPILLAR**) WAPCO-**LAFARGE**, **NBC**/Coca Cola, **NBPLc**, **TSL**, VTLeasing, **JCB** (**LEVENTIS MOTORS**) & FLUX LOGİSTİX

Likewise, an energetic engineer and Result-oriented professional with exposure to the Expense & Budget control measures in Maintenance Cost Management

**AREAS OF EXPERTISE/SKILLS**

■Technical & Administrative Management ■Facility/Equipment Management

■Asset/ Parts Management ■Stock & Inventory Monitoring

■Asset Repairs and Refurbishment Management ■Maintenance Budget and Expense Control

■Diesel Engines & Equipment Maintenance ■Predictive & Productive Maintenance

■Hydraulic & Pneumatic Systems ■Mechanical & Electrical Systems

■Third Party Logistics Management ■Facilities Management

■HSE and Transportation Agencies ■Team Building & CRM

■Proficient in Microsoft Office ■Data and Analytical Skill (Excel,DB)

■Fleet and Transportation Management ■Journey Management

■People Management (Customer Focused) ■Leadership & Supervisory Skills

■Workshop & Garage Management ■Technical Supervision & Leadership

**PROFESSIONAL EXPEREINCE**

**OUTREACH WOMEN & CHILDREN HOSPITALS GROUP,** LAGOS

GROUP FACILITIES CORDINATOR - (LEKKI, FESTAC & SATELLITE) **SEPT, 2021 – TILL DATE**

* Develop, implement and review facility, health safety policies and procedures, facility audit and inspections
* Investigate and respond accordingly to any reports of faults, breakdowns to office equipment and call out contractor if required: and oversee work done.
* Responsible for the maintenance of general facility issues such as plumbing, electrical & office equipment, machines, vehicles, fixtures and fittings as necessary.
* Ensure maximum security of all areas under control, paying particular attention to valuable assets.
* Supervise Security, Cleaning Personnel/Contracts, manage and monitoring the effectiveness of service level agreements.
* Procure best prices and quality in consumables and non-consumables for all offices.
* Prepare and submit a weekly report on all activities to the COO.
* Researches, evaluates, learn and practice new trends in the industry,
* Review business on increasing energy efficiency and cost-effectiveness.
* Prepare and submit on he required format all information necessary for budgeting purposes, accurately and in a timely manner.
* Supervising multi-disciplinary teams of staff including cleaning, maintenance, grounds and security
* Ensuring that basic facilities, such as water and heating, are well-maintained.
* Managing budgets and ensuring cost-effectiveness.
* Ensuring that facilities meet government regulations and environmental, health and security standards.
* Overseeing building projects, renovations or refurbishments.
* Prepare and communicate work schedules/roasters ,organize workflow and ensure team members understand their duties or delegated task

**DE TASTEE FRIED CHICKEN LTD**, PLOT 1672 OYINJOLAYEMI STR, V.I., LAGOS

DEP. GEN. SERVICES MGR, (HEAVY EQUIPMENTS & FACILITIES) **JUNE. 2020 – AUG, 2021**

* Organize workflow and ensure team members understand their duties or delegated tasks
* Prepare and communicate work schedules/roasters
* Continuously identify ways of improving operations. Drive the energy Cost saving initiatives.
* Ensure the conduct of daily inspection of equipment and facilities by Technicians and drive the proactive identification of potential faults and stop them before failure;
* Ensure outlet equipment and facilities are maintained to the standard;
* Maintain good working relationship with Stakeholders.
* Coordinate staff to ensure follow up and closure of issues;
* Ensure preventive maintenance is performed for equipment as at when due;
* Ensure prompt resolution of faults and issues of assigned locations;
* Ensure maintenance of accurate and complete issues logs for each location;
* Review and vet material/spare requisition, vendor quotation/invoices to ensure reasonableness and alignment with company policies;
* Ensure timely preparation and submission of required reports;
* Coaches and help develop team members;
* Conduct appraisal of technicians as required and provide specific and timely feedback on performance;
* Support in the continuous evaluation of Vendor/service providers to ensure the Company get optimal services;
* Support in the preparation/documentation of relevant operational manuals to support operations.

**AGRALE AUTOMATED SERVICES LIMITED**

PLT B, BLK 10, OSHODI – APAPA EXPRESSWAY ILUPEJU IND. EST. LAGOS

ASSISTANT TECHNICAL MANAGER, (HEAVY DUTY TRUCKS). **MAR. 2017 – DEC. 2018**

* Repairs, Maintenance & Scheduled Servicing of all CIT Trucks
* Supervision of CIT Trucks Maintenance (LAGOS & South West States)
* Allocation of Job Request & Maintenance Repairs
* Supervision of Mechanics and Technicians & QA/QC of All CIT Trucks

**FLUX LOGISTIX LIMITED**, 3, ACME ROAD, OFF AGIDINGBI, OGBA, LAGOS STATE.

ADMNISTRATIVE/MAINTENANCE EXECUTIVE. **JAN 2016 – FEB. 2017**

* Prepare Maintenance Schedule & Repairs Report Vehicles & Equipment
* Prepare & Maintain Asset Schedule, Records & Repairs Information & Cost.
* Monthly Audit/ Inspection (Fault detection- Before Failure)
* Office & Facilities Administration & Maintenance
* Out-station office Administration (Sales Depot / Mini-Warehouse)
* Supervision of Third Party Suppliers \*Coordination of Vans Drivers
* Vehicle Documentation, Monitoring Control & Renewals

**LEVENTIS MOTORS NIGERIA LIMITED**, 2, WHARF ROAD, APAPA, LAGOS STATE.

SERVICE ENGINEER (JCB HEAVY DUTY EQUIPMENTS) **JULY 2013 – OCT, 2015**

* Repair & Preventive Maintenance of All JCB CONSTRUCTION Equipment’
* Supervision & Monitoring of Workshop/ Repair Processes
* Inspection & Parts Requirements Preparation on Faults/ Repairs
* Supervise & Perform Pre-delivery Inspections & Commissioning (QA/QC- EXCAVATOR, BHL)
* Troubleshoot & Analyze Faults on Various JCB CONSTRUCTION Machines
* Prepare Maintenance Schedule & Repairs Report on Machines & Equipment

**VTLEASING NIGERIA LIMITED**, AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS

REGIONAL OPERATIONS MANAGER (WEST), **OCT, 2011 – JULY 2012**

* Operations & Maintenance (173: forklift, 87: Vehicles, Cars, Jeeps & Buses)(CAT, TCM, HYSTER)
* Supervision of Various Stations/Projects, Budgets & Costs (LAGOS & OGUN States)
* Responsible for Daily Asset Availability & Operations
* Asset Availability, Reliability & Utilizations Report (Daily & Monthly)
* Asset Monthly Financial Review (Lost Revenue – Downtime Cost)
* Handle Public Relations & Customers Compliant (In collab Operations oration with HR)
* Daily & Weekly Reports & Supervision of Stations Daily Maintenance & Repairs

**TRANSPORT SERVICES LIMITED**, APAPA – OSHODI EXPRESSWAY, LAGOS

FLEET MAINTENANCE MANAGER, (HEAVY DUTY TRUCKS). **DEC. 2007 – SEPT. 2011**

(227, IVECO, DAF, FREIGHTLINER, MACK)

* Truck Maintenance, Inspection and Compliance & Diesel Allocation & disbursements
* Supervision of Vehicle Documentation & Renewals
* Supervision of Diesel Vendor Management Inventory (VMI - SAHARA)
* Mediation & Management of Fleet Maintenance Service Providers.
* Truck & Asset Expense Control, \*Parts Requirements, Stock & Inventory Monitoring
* Spare Parts Administration, Procurement & Audit (Using Microsoft Navision)
* Lubes & Tyres Supply/Purchase & Inventory \*Market & Price Survey
* Maintenance Of Stock Levels (Daily & Monthly MRL –Minimum Reorder Levls)
* Monthly Tools and Equipment Audit \*Bad Parts Inventory Management

 (Driver Daily Checks & Accessories, Periodic Detailed Preventive Maintenance Checks)

* Supervision of Technicians & Mechanic
* Asset Availability & Reliability (Daily & Monthly)
* Workshop Daily & weekly Financial Review (Budget & Expense Control)
* Accident, Investigation & Rescue Liaison on CMF Trucks
* Truck Movement & Tracking (On Board Computer, OBC tracking report)
* Modification of Monthly Preventive Maintenance Program,
* Introduction of Component Based Repairs and Maintenance
* Daily Job Maintenance Card/ Trucks Maintenance History
* Truck Inspection & Compliance
* Supervision of Technicians & Mechanic during periodic checks
* \*Preventive Maintenance Checks & Monthly Audit of Trucks (Brake Test, Filter checks,
* \*Pneumatic Checks, Diesel inspection, Technicians Performance Evaluation
* \*Routine Maintenance Scheduling & Compliance of Trucks
* \*Vehicle Documentation, Monitoring Control & Renewals

**MANTRAC (CAT) NIG. LIMITED, LAGOS**, BILLINGSWAY, OREGUN, LAGOS

CAT SPECIALIST LEVEL 2 (HEAVY DUTY FLEET ENGINEER) APR. 2002- NOV. 2007

* Repair & Preventive Maintenance of Various Caterpillar Machines, Trucks & Equipment (769D, 385, 988H, ETC)
* Asset /Contract Maintenance Project Coordinator
* Parts Requirements & Stock & Inventory Monitoring
* Troubleshoot & Analyze Faults on Various Caterpillar Machines & Trucks
* Prepare Maintenance Schedule, Repairs Report on Fleet of Machines & Equipment
* Prepare Availability Reports/ Information Entry for KPI
* Lube Analysis & Wear Pattern Determination (S.O.S Sample Analysis)
* Mentoring & Training Of Trainee Engineers
* QA/QC & Inspection of Caterpillar Machines, Trucks & Equipment
* Troubleshoot & Analyze Faults on Various Caterpillar Machines, Trucks & Equipment

**EDUCATION**

UNIVERSITY OF IBADAN, B.Sc AGRICULTURAL ENGINEERING

OYO STATE, NIGERIA (1994 – 2000)

U.I. VENTURES COMPUTER TRAINING CENTRE DILPOMA, COMPUTER TECH & APPS

OYO STATE, NIGERIA 1999

LAGOS STATE MODEL COLLEGE SECONDARY SCHOOL LEAVING CERT.

KANKON, BADAGRY, LAGOS STATE (1988 – 1993)

**TRAININGS & SKILLS**

WORLD SAFETY ORGANISATION OIL AND SAFETY MANAGEMENT COURSE

CLARIONTECH CONSULTING 2019 (JUN)

WORLD SAFETY ORGANISATION OCCUPATIONAL & ENVIRONMENTAL SAFETY

CLARIONTECH CONSULTING AND HEALTH COURSE HSE LEVEL 1,2,3,

 2019 (MAY)

CLARIONTECH CONSULTING OPERATIONS & FACILTY MANAGEMENT

HR, TRAINING, CERTIFICATION 2019 (APRIL)

DAYSTAR LEADERSHIP ACADEMY BASIC LEADERSHIP COURSE

LEADERSHIP TRAINING SCHOOL 2010 (MAR)

MOTOR TRENDS NIGERIA LIMITED ADVANCED FLEET MANAGEMENT

(AUTOMOBILE/TRANSPORT CONSULTANTS) FLEET MANAGERMENT, 2009 (MAR)

MANTRAC (CAT) NIGERIA TRAINING CENTRE\* CAT CERTIFIED MARINE ANALYST

MANTRAC (CAT) NIGERIA LIMITED\* MARINE & ENGINES COURSE, 2007 (SEPT)

NIIT STUDY & PROMETRIC CENTRE ORACLE DATABASE ADMINISTRATOR

VICTORIA ISLAND, LAGOS STATE, NIGERIA INFORMATION MANAGEMENT, 2002 AUG

•Management for Supervisors & Junior Manager (In-House, CATERPILLAR), Aug – 2007

•Certified Marine Analyst (CATERPILLAR), Sept – 2007 (Marine Engines, Calibrations & Controls)

•Electric Power Generators (CATERPILLAR), Nov - 2006 (Power Sys, Controls, Breakers HVAC etc)

•Mid Range Wheel Loaders (CATERPILLAR), May-2005 (Engines, Transmissions, Hydraulics, T&D)

•Troubleshooting & Diagnostics / Precision & Measuring Tools (CATERPILLAR), Apr-2005

•Electric Transmissions & Hydraulics (CATERPILLAR), Oct-2004 (Monitoring, Controls, Actuators etc)

•Basic Hydraulics (CATERPILLAR), Jan-2004 (Systems, Pumps, Motors, Cylinders, etc)

•Basic Transmission (CATERPILLAR), Oct-2003 (Systems, Mechanical & Hydraulic Types etc)

•Basic Electrics Course (CATERPILLAR), Apr-2003 (Electrical Systems, Schematics, Controls etc)

•Basic Engines Course (CATERPILLAR), Oct-2002 (Engine Systems, Fuel, Cooling, Lube, Air, etc)

**Achievements**

Modified Generator Fleet Monitoring, Scheduling & Servicing (Maintenance) 90% Accuracy,
Monthly Reporting Job Capturing & Analysis. Revised Vendor Expense Monitoring Schedule.

Decreased Trucks Breakdown, Maintenance Cost & Assembly Time for RETROFIT Project by 30%

Pioneered /Creation of the Admin and Maintenance Dept. Installation of the Generator & Fuel Dump, Procurement Delivery Vans and Trucks, Documentation, Vans Parking Layout.

Initiated the computation of Asset Availability, Utilization & Reliability Reports for

Asset life assessment and Management Decision for Asset Disposal and Replacement Cycle.

Modification of Monthly Preventive Maintenance, Component Based Maintenance & Component Cost Based Contract Costing & Projection.

Introduction of Daily & Weekly Tracking of Parts Utilized, *Budget Control Measures*,

Re-organization of the Parts Store: Parts labeling & location system, *Audit Control Measures*

Increased truck throughput and fleet availability by 40%

Introduction of Offsite & Transportation Policy, for On-route Breakdown Repairs. *Policy Formulation*

Handled the Preparation & Take off Of CMF Maintenance Program

Team Rep. - RTSSS (Road Transport Safety Standardization Scheme) Certification -2008

Team Lead – Complete Overhaul of 769D DUMP TRUCK - 2006 (MANTRAC (CAT) NIG. LIMITED)

Best Service Engineer – Construction (Machines) – 2006 (MANTRAC (CAT) NIGERIA LIMITED)

1st Trainee Completion -CAT PARTS PRO (Computer Based Training) 2005

Best Overall Trainee, 2002 – 2004, (MANTRAC (CAT) NIGERIA LIMITED)

**REFEREES**

MR. TOKUNBO TALABI (President)

Superflux Group.

3, Vori Close, Off Acme Road, Ogba,

Lagos.

TEL: 08035000200

ENGR. ADE. SHALEYE (Service Operations Mgr)

MANTRAC (CAT) NIGERIA LIMITED (RTD)

2, Billingsway, Oregun, Ikeja Industrial Estate,

Lagos.

TEL: 08035254240, 08060188737

MR. ADETUNJI. ADELANI (Technical Manager)

ADFOLDAM NIGERIA ENTERPRISES

PLOT 16, Ikosi Road, Oregun, Ikeja Industrial Estate, Lagos.

TEL: 08099165600, 08027345164, 01735569