**OSARODION EDO (FMP)**

Plot 11, Road 2, Makava Street, Off Evbuomoma Road, Sapele Road, Edo State; Email:[osarodionedo@yahoo.com](mailto:osarodionedo@yahoo.com); Phone: 07033029656/07013001077

**PROFESSIONAL SUMMARY**

A credentialed Facility manager, accomplished operational excellence, in Facility Management, with effective cost savings and above 84% customers satisfaction in a multinational company with customers from all continents of the world.

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| **SKILLS** | | | |
| **S/No** | **MANAGEMENT SKILLS** |  | **SUPERVISORY SKILLS ON:** |
| 1 | Communication | 1 | Masonry Works |
| 2 | Leadership | 2 | Carpentry Works |
| 3 | Budgeting | 3 | Plumbing works |
| 4 | Crisis Management | 4 | Air Handling System |
| 5 | Marketing | 5 | Fire |
| 6 | Customer relations | 6 | Furniture |
| 7 | Mentorship | 7 | IT |
| 8 | Conflict resolution | 8 | Lift |
| 9 | Time management | 9 | Grounds (Gardening, Waste & Trees) management |
| 10 | Critical Thinking | 10 | Electrical works |
| 11 | Empathy | 11 | Logistics |
| 12 | Skills Management | 12 | Intruder detection |
| 13 | Good Listening | 13 | Office/residential cleaning |
| 14 | Integrity | 14 | School management |
| 15 | Self-awareness | 15 |  |

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| **WORK HISTORY** | |
| **S/No** | **Company Worked** | **Duration** | **Position Held** |
| 1 | Golden Elite Digital Academy,  Benin City | October 2022 – Till Date | Business Development Manager, Lead Facility Manager |
| 2 | AlphaMead Facilities and Management Services – Delta State Secretariat | April, 2022 – September, 2022 | Lead Facility Manager |
| 3 | AlphaMead Facilities and Management Services – Shell Petroleum Development Company | April 2011 – March, 2022 | Office Space Planner, Facility Manager Operations, Facility Manager Projects, Coordinator Operations Team, Soft Service Team Lead |
| 4 | Contract Staff – Shell Petroleum Development Company | July 2010 – March, 2011 | Office Space Planner |
| 5 | Ministry of Works, Benin City | January 2007 – June, 2010 | Quantity Surveyor II |
| 6 | Setramech Construction Company | January, 2004 – December, 2006 | Lead Estimator, Project Manager |

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| **WORK EXPERIENCE** | |
| **S/No** | **Description** |
| **1** | Preparation of BOQ/quotation for building work, road construction, electrical installation, -mechanical installation |
| **2** | Calculating cost of Labour, material transportation and equipment to hire/use in a project/work item |
| **3** | Overseeing projects to ensure costs remain in line with forecasts |
| **4** | Ability to compile bid and review of such bids for tendering purposes |
| **5** | Ability to make use of relevant software to carryout work. i.e Excel, Word, Auto CAD, power point |
| **6** | Development of program of work showing labor and material work schedules for projects and routine activities |
| **7** | Evaluation of work done for 3rd parties contractors and preparation of work completion certificate |
| **8** | Preparation of variations account and settling claims with sub-contractors, Client site representative and consultants |
| **9** | Conducting work and facility inspection with observation recorded for closeout |
| **10** | Carrying out feasibility studies for new development |
| **11** | Development of asset register for residential and industrial Facility |
| **12** | Customer service orientation |
| **13** | Conducting market survey, development of unit rate for items description |
| **14** | Development of budgets (Monthly, Quarterly, annually) for maintenance and project activities. |
| **15** | Pre-occupational checks for residential and office space occupation |
| **16** | Monitoring progress monitoring and reporting |
| **17** | Conducting of management facility inspection (MFI) in work area |
| **18** | Preparation and submission of weekly, monthly, quarterly and annual report showing highlight and key achievement |
| **19** | Development/reviewing of Job hazard analysis for assigned task |
| **20** | Negotiating with sub-contractors and suppliers to agree on terms of condition |
| **21** | Developing a network of contact for my client/organization for new business opportunity |
| **22** | Conducting research to discover new market for my client/organization. |
| **23** | Perform analysis and forecast to determine planned preventive maintenance and other planned activities |
| **24** | Knowledgeable in parking space allocation, waste management, and security |

**ACHIEVEMENT**

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| S/No | **DESCRIPTION** |
| **1** | Reduce routine monthly maintenance cost with about 30% - SPDC Portharcourt |
| **2** | Boost the revenue of my client by over 300% within a space of 9 months - GEDA |
| **3** | Developed/reviewed unit rate for maintenance activity 4 times in whole and as requested by my client/organization |
| **4** | Part of the team that took customer satisfaction from 45% to 85% within 3 years |
| **5** | Completed the scoping, and work supervision of the re-construction of the collapsed Rumuibekwe drainage |
| **6** | Scoped and completed maintenance work in over 400no buildings (offices and residential building in SPDC, health facility under the Edo State MDG project and Ministry of Health} |
| **7** | Development and monitoring of Planned Preventive Maintenance for critical activities for equipments and facilities in SPDC |
| **8** | Coaching of my subordinate and brought them up to speed for both project and operational activities |
| **9** | Established cordial relationship between community vendors and my NGR team members |
| **10** | Resolved several dispute between facility managers and community contractors over terms of payment |
| **11** | Developed asset register for IA facility, for ease of work confirmation and registration |
| **12** | Confirmed the best facility manager for 2 years consecutively |
| **13** | Appointed world Bank consultant estimator, for Edo State |
| **15** | Executed several road construction project with bridges |
| **15** | Certified as Professional Facility Manager |
| **16** | Certified as a Facility management Professional with the designation FMP |
| **17** | Certificate in Project Management |
| **18** | Certified in HSE Level 3 |
| **19** | Certified as competed on the Permit to Work (PTW) process – SPDC |
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**EDUCATION**

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| **DATE** | **INSTITUTION** | **COURSE** | **QUALIFICATION** | **GRADE** |
| 2011 – 2014 | National open University | Environmental Studies and Resource Management | BS.c | 2.1  Second Class Upper |
| 1999-2003 | Auchi Polytechnic Auchi | Quantity Survey | OND & HND | Upper Credit |

**TRAINING RECEIVED / CERTIFICATION**

1. Facility Management Professional (FMP)
2. Member Nigeria Institute of Quantity Surveyor Registration Number 00136E, Elected 6th May, 2009

3. Micro Soft Project, Costing, Programming and Scheduling-Abuja

4. Power Point – Enhance User - Abuja

5. Microsoft Excel & Word, AutoCAD

8 Customer Focus Training

9 Planon Pro Center – SPDC PHC

10 Project Management – ASCON – Badagary, Lagos

11 PTW Training as a Supervisor for Shell Projects (Asset Holder Site Supervisor Training)

12 Job Hazard Analysis (JHA)

13 Space Planning

14 HSE Level 3 Certificate

**HOBBIES**

1. Listening to music
2. Reading Watchtower and Awake Magazine
3. Travelling

**REFEREES**

1. Godwin Ehiarinmwian

Business Development Manager – Portharcourt

07035967067

1. Billy Edo

Chief Mechanical Engineer – Lagos

07036476122