**Madehinlo Abdulwasiu Aderopo, FMP**

*48, Adekitan Street, off Osundare road,*

*Ajah, Lagos state.*

***Tel:*** 08029955726 ***E-mail* madehinlowasiu@gmail.com**

***PERSONAL SUMMARY***:

Facility Manager-Site Operations with more than 10 years of comprehensive experience responsible for the day-to-day operational management of facilities through implementation of policies, procedures and programs required by client and the company. The goal is to assure a well-maintained property or properties with an emphasis on a positive and timely response to the concerns and needs of the clients occupying the property. Experience utilizing team approach to drive organizational of best practices. Outstanding communication and capable of resolving multiple and complex issues related to facilities – property maintenance, construction safety and oil and gas safety.

**PERSONAL DATA:**

**DATE OF BIRTH:**              24th May 1986

**PLACE OF BIRTH:**             Mushin, Lagos

**GENDER:**        Male

**MARITAL STATUS:**           Married

**STATE OF ORIGIN:**          Ogun State

**NATIONALITY:**                 Nigerian

**EDUCATIONAL QUALIFICATIONS:**

2021- **2023 Bishop Ajayi Crowther University**

B. tech Estate Management

 **2008 – 2010    The Federal Polytechnic, Ilaro.**

H.N.D – Estate Management

**2005 – 2007    The federal polytechnic, Ilaro**

O.N.D – Estate Management

**1997 - 2003**    **Ansar Ud Den Comprehensive College, Ota, Ogun state.**

Senior School Certificate

 **1991 – 1997    Evergreen Nur & Pry Sch, Sango Ota, Ogun state.**

Primary School Certificate

**PROFESSIONAL EXPERIENCE:**

**Hyprops Nigeria Limited**

**6, Ojulari Street, Lekki**

**Position: Head Facility and Management Services**

**Job Responsibilities:**

* Oversee the correction of maintenance issues that relate to the interior space and exterior of the building, as applicable.
* Supervised and performed work requested or needed on work order.
* Responding appropriately to emergencies or urgent issues as they arise.
* Directing and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, and waste disposal and recycling.
* Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises
* Ensuring the building meets health and safety requirements.

**Administration:**

* Provides service contact information updates required.
* Produce monthly reports, including an operations summary of completed and planned operations activity.
* Preparing of planned preventive maintenance schedule.
* Annual review of staff performance.
* Ensure compliance with all training activities and schedules for subordinates and team members, working within the company policies and procedures.
* Conduct regular periodic fire and life safety inspections.
* Administer vacation and attendance programs.
* Keep emergency contact lists up to date and distributed to the necessary people, i.e. immediate managers, and security.
* Maintain emergency procedures and fire safety plans.

**Staff / Contractors Relations:**

* Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
* Coordinating and leading one or more teams to cover various areas of responsibility.
* Project management and supervising and coordinating work of contractors.

**Client Relations:**

* Respond positively and promptly to daily client needs.
* Maintain liaison relationship with landlords or landlord representatives.
* Assure consistent approach to addressing client’s needs.
* Lead Team meetings.
* Conduct periodic customer survey.

**Financial:**

* Contribute to the preparation of annual operating budgets and implement the day-to-day management of the facility within the parameters of the budget.
* Receive, review, code, and sign supplier invoices.
* Maintain ongoing communications with Head office Accounts department and the appropriate accounting manager.
* Develop capital requirements and budget as required.

**Central realties Limited**

**Plot N2, Ocean Parade Towers.**

**Banana Island. Lagos State**

**Position: Facility Manager**

**Period: April 2017 -2021**

**Job Responsibilities:**

* overseeing and agreeing to contracts and providers for services including security, parking, cleaning, catering, technology and so on
* 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
* allocating and managing space between buildings
* ensuring that facilities meet government regulations and environmental, health and security standards.
* advising businesses on increasing energy efficiency and cost-effectiveness
* overseeing building projects, renovations, or refurbishments
* helping businesses to relocate to new offices and to make decisions about leasing.
* drafting reports and making written recommendations

**Space online Group.**

**7A Grace Anjous Drive, Lekki.**

**Position: Facility Manager.**

**Period: November 2015 - March 2017.**

**Job Responsibilities:**

* develop and implement a facility management program including preventative maintenance and life cycle requirements.
* conduct and document regular facilities inspections.
* ensure compliance with health and safety standards and industry codes.
* allocate and manage facility space for maximum efficiency.
* coordinate intra-office moves.
* supervise maintenance and repair of facilities and equipment.
* oversee facility refurbishment and renovations.
* calculate and compare costs for goods and services to maximize cost-effectiveness.
* negotiate contracts to optimize delivery and cost savings.
* coordinate and monitor activities of contract suppliers.
* manage contractor and vendor relationships.
* manage and review service contracts to ensure facility management needs are being met.

**Alpha Mead Management Services Limited**

**8b Oladipo Diya Crescent, Ikoyi. Lagos State**.

**Position Held:** FACILITY MANAGER

**Period:** October 2011 – OCTOBER 2015.

**Reporting To:** Cluster Manager

**Job Responsibilities:**

* develop and implement a facility management program including preventative maintenance and life cycle requirements.
* conduct and document regular facilities inspections.
* ensure compliance with health and safety standards and industry codes.
* allocate and manage facility space for maximum efficiency.
* coordinate intra-office moves.

**PROFESSIONAL TRAINING:**

**Alpha Mead Management Services Limited Monthly Manager’s Training**

1. Weekly, Monthly and Quarterly Reporting.
2. Stress management.
3. Work Scoping and Cost Estimation.
4. Leadership Development –Your key to customer satisfaction.
5. Basics of plumbing and electrical Troubleshooting
6. Facility audit and fault Diagnostics

2008**:   Leadership Development – Keys to Customer Satisfaction**

        Unique Pharmaceutical Limited, Sango Ota. Ogun State.

    2012:**Water Treatment Process**

        Organized By: TOTAL E&P (TEPNG DW HSE) NIGERIA LIMITED, Lagos

       2012:    **Electrical Hazards and Injuries**.

Organized By: TOTAL E&P (TEPNG DW HSE) NIGERIA LIMITED, Lagos

2012: The Maintenance of Building and Facility Systems Course

2016: Facility Maintenance Management Programme

2020: **Facility Management Professional (FMP) - Feb. 2020**

**SKILLS:**

* Procurement and contract skills.
* An excellent team player.
* Good communication and Human Relation Skills.
* Ability to work under pressure with a specified time limit.
* Discipline and possesses high integrity.
* Computer skills proficiency such as Microsoft word, Microsoft Excel, Auto-Cad, CMMs, Sysdesk
* Electrical, mechanical, and plumbing system knowledge.

**SITES AND PROJECTS MANAGED**

**FACILITY MANAGER –** Farapark Estate.

Majek Bus Stop, Lekki epe Express way, Lagos

**FACILITY MANAGER -** BUFFALO PLAZA

2, Allen Avenue, Ikeja Lagos.

FACILITY MANAGER- CLOVER COURT 1&2

Bamidele Eletu Street, Lekki

**FACILITY MANAGER –** Total Cluster Sites)

10, Agoro Odiyan VI (INDUSTRIAL CLINIC), 9 Eletu Ogabi (ARCHIVE CENTRE) VI

FACILITY COORDINATOR

Alpha One Building,

Eko Atlantic project, Victoria Island.

FACILITY MANAGER,

Ocean Parade Towers,

Banana Island.

HEAD FACILITY MANAGEMENT SERVICES

Hygroup Place

**REFEREES:**Available upon request.