

OLUSEGUN OLAGUNJU

FACILITY MANAGER

Contact

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Summary

- Proactive professional with experience in efficiency improvement, environmental health, and safety and equipment management. I can be relied upon to help a team achieve its goals.
- Dedicated professional with proven performance in management, leadership and communication.
- Detail-oriented in problem-solving and planning. Ready to make an immediate contribution to the organization.
- Detail-oriented professional with excellent communication, interpersonal, and creative thinking skills.
- Ambitious individual with strong organizational and multitasking skills. Ready to apply knowledge and skills to any challenge.

Experience

Facility Manager

Banksome Facility management June 2018 - May 2023

- Leveraged programs to maintain preventative maintenance schedules and procedures.
- Monitored facility for cleanliness and made recommendations to improve facility aesthetics.
- Oversaw maintenance and repair of machinery, equipment, electrical and mechanical systems.
- Coordinated with contractors to complete projects on time and within budget parameters.
- Ensured compliance with local health and safety regulations in the workplace environment.
- Monitored facility to ensure that it remained safe, secured and well-maintained.

Coordinator

First Royal Oil Lagos. June 2015 - April 2017

- Coordination of customer and staffs order.
- Coordination of office activities by ordering supplies, maintaining inventory and scheduling equipment repairs.
- Communicated with customers, staffs and supervisors regarding product status and changes in scope of work.
- Prepared presentations for meetings or events by creating slideshows.

Customer service Representative

SPAR Nigeria, Lagos. May 2011 - April 2014

- Maintained knowledge of company items and products to provide helpful suggestions and recommendations to customers.
- Responded to telephone inquiries and complaints following standard operating procedures.
- Developed strong customer relationships and loyalty through effective communication.

Education

University of Ado Ekiti,
Nigeria.

Bachelor of Science (B.S. CHONS)
Economics. Aug 2008

Relevant Coursework :
Energy consumption and Industrial Performance in Nigeria.

NYSC May 2010.

IFMA. Lagos Nigeria. Nov 2020
Operation and Maintenance

ROTIMAX Pest Control Mar 2021

Pest control / Fumigation and
Disinfection Training