

# OLUKOJU BONIFACE TIMI. I HND.

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Oshodi, Lagos State

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## FACILITY MANAGEMENT PROFESSIONAL

**Site Maintenance | Project Management | Estate Management | Facility Budgeting | Property Management**

A versatile facilities management professional with a proven track record of Twelve (12) years and still counting experience in facilities/properties management covering properties, electrical/mechanical maintenance, projects supervision, quality control/quality assurance services to diverse range of clients including oil and gas, banks, residential estates and commercial buildings.

My vision is to impart my full expertise and experience in planning, budgeting, delegating, networking, performance control and evaluation to all the processes within the company. I have performed managerial capacities in the course of my career and this has broadened my understanding and capabilities in maintaining a suitable working environment. I am also committed to utilize business practices that will maximize productivity while reducing operating costs. Hence, I am positive that I will be a valuable asset to any organization that values employee development and growth.

Passionate in the acquisition and application of new and existing skills and willing to work in a challenging and resourceful environment where safety is second to none and my analytical, organizational, technical and administrative skills can be effectively utilized to improve operations and contribute performances that will enable my organization achieve her aim.

My objective is to pursue a career in an organization that offers opportunities for growth and development of skills and attributes, likewise, contributing meaningfully to the organizational growth.

## Signature Facility Management Qualifications

QA / QC	Residential Estates / Commercial buildings	Technology
Project Supervision	Performance Control	HSSE
Client Management	Leadership Development	CAPEX & OPEX Budget

## PROFESSIONAL EXPERIENCE

**Vend Ease Limited (VENDEASE) January, 2022 till date**

**Head, Facility Management**

**Roles;**

- Responsible for the operations and maintenance of all company owned properties including headquarters and regional offices across the Nation.
- Coordinated the day-to-day facilities management operations while ensuring compliance to standards, regulations and procedures.

- Conducted regular inspections of all facilities to identify, plan and coordinate all repairs, installations and refurbishments.
- Managed the upkeep of equipment and supplies to meet health and safety standards.
- Managed vendors' relationships and contracts for facilities operations, maintenance and construction projects.
- Reviewed utilities' consumption and strive to minimize costs.
- Supervised multi-disciplinary teams of staff and service providers to optimize delivery.
- Developed and managed both OPEX and CAPEX facilities' budgets.
- Invited, received and negotiated contracts with vendors to optimize delivery and cost saving.
- Controlled activities like parking space allocation, waste disposal, building security and the likes.
- Allocated office space according to needs.
- Supervised fleet coordinator to ensure all vehicles are road worthy.
- Prepared Planned Preventive Maintenance (PPM) schedule and ensured activities are carried out as scheduled.
- Dealt with urgent situation(s) as they arise.
- Created reports on maintenance, repairs, safety and other occurrences for superiors.
- Performed other duties as assigned.

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**PROVAST INTEGRATED FACILITY MANAGEMENT SERVICES. September, 2015 – December, 2021**

**Facility Manager**

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**Roles;**

- Organized daily tool box meeting while emphasizing on the company HSE policy.
- Carried out regular inspections of the facilities to identify maintenance and repair needs and ensured that all works are completed in a timely and cost effective manner.
- Responsible for the resolution of tenants' complaints and communicate update of activities to the tenants.
- Managed a team of facility staff including maintenance technicians, gardeners, janitorial staff and security personnel.
- Ensured compliance with all local, State and Federal regulations related to building codes, safety and environmental standards.
- Organized and supervised all repairs and installations.
- Developed and managed budgets for facility operations, maintenance, capital improvement projects and service charge account.
- Ensured all daily checks and maintenance are carried out and such records are kept.
- Assigned tasks to technicians or sub-contractors as it may be required and follow-up to ensure proper execution.
- Prepared job hazard analysis (JHA) for tasks and ensured identified hazards are curtailed.

- Performed other duties as assigned by the superiors.

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**PROVAST INTEGRATED FACILITY MANAGEMENT SERVICES** October, 2011 – August, 2015)

**Technical Coordinator**

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**Achievements:**

- Best technical coordinator of the year – Provast Ltd 2014
- Best technical coordinator of the year – Provast Ltd 2013

**Roles:**

- Coordinated and ensured all demanded repairs and replacements and preventive maintenance works are carried out appropriately.
- Planned and coordinated all HVAC, plumbing and civil installations and constructions.
- Ensured that facilities assets are in good condition.
- Coordinated capital projects to ensure delivery of quality services.
- Received and distributed work orders to technical staff and vendors and ensure such works are carried out efficiently.
- Ensured that company HSE policies are duly followed while carrying out maintenance tasks.
- Organized daily tool box meeting with technical staff.
- Meet with facilities managers to coordinate the resolution of clients' complaints.
- Performed other duties as assigned by the superiors.

**FACILITIES MANAGED WHILE IN PROVAST**

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**September 2015 - December 2021**

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- Coronation Merchant Bank V.I and IHS residential estate V.I: September 2015 - May 2017.
- French School V.I: June 2017 - December 2017.
- Shell trustee residential estate Osborne: January 2018 - December 2019.
- Cummins west Africa office complex Ikeja: January 2020 - May 2020.
- 4, Bourdillon road residential tower: June 2020 - December 2021.

**EDUCATION & PROFESSIONAL CREDENTIALS**

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The Federal polytechnic Ado – Ekiti, Ekiti State	2005 – 2007
(Higher National Diploma ( <b>HND</b> ) in Mining Engineering – Upper credit)	
The Federal polytechnic Ado – Ekiti, Ekiti State	2001 – 2003
(National Diploma ( <b>ND</b> ) in Mineral resources Engineering – Upper credit)	

## PROFESSIONAL AFFILIATIONS AND LICENCE

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Facility Management Professional ( <b>FMP</b> )	2022
Institute of Safety Professionals of Nigeria ( <b>ISPON</b> ) – Level 3	2014
NIS ISO 9001:2008 Quality Management System ( <b>QMS</b> )	2013
General Health, Safety & Environment	2012

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## SOFT SKILLS

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|-----------------------------|----------------|-----------------------|
| • Time Management           | Creative       | Clientele Acquisition |
| • Collaboration             | Adaptability   | People Intelligence   |
| • Planning and Coordination | Report Writing | Data Analysis         |
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## COMPETENCY

- Proficient with Microsoft Office tools.
- Ability to logically think with technical and administrative initiative without being supervised
- Good Project coordination and facilitation skills.
- Excellent written, verbal communication and public speaking skills.
- Flexible, innovative, and independent.
- Good listening ability and interpersonal skills.
- Technical report writing and good presentation skills.
- Ability to successfully lead and manage various teams and projects.