

CONTACT

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Okpu - Umuobo , Aba, Abia state, Nigeria

SKILLS

- Problem-solving
- Critical and Analytical thinking
- Teamwork and Leadership skills
- Effective communication
- Multitasking
- Time management
- Organization
- Regulatory compliance
- Workflow optimization
- Task prioritization
- Budget administration
- Facility updating
- Proficient use of Microsoft Office Suite
- Technical team management
- Standards implementation
- Technical consulting

CERTIFICATIONS

- **Compressor and Refrigerated container - 2022**
Alison Online Training
- **Oil in refrigeration and air conditioning system - 2022**
Alison Online Training

PROFESSIONAL SUMMARY

Goal-oriented facilities management professional dedicated to keeping buildings well-maintained and cost-effective with regular repairs and upkeep. Effective at overseeing technical personnel carrying out corrective actions and implementing building updates with excellent budgeting and expenditure planning. Highly analytical and organized in addressing routine needs and managing unique circumstances.

EXPERIENCE

FACILITY MANAGER *Sep 2021 - Current*

Glass Force Industry

- Oversaw day-to-day facility maintenance and monitored operation of building systems.
- Facilitated review to ensure continuous improvement of processes and procedures, including OSHA-related regulations.
- Directed workforce of technical employees to keep equipment and systems in functional condition.
- Used effective planning and process management abilities to develop and implement budgets and cost control strategies.
- Managed HVAC, electrical, plumbing, carpentry, drywall, tile, flooring, roofing, concrete, asphalt, and landscape, including; security, telephone, and fire protection systems.
- Employed effective organizational and problem-solving abilities to manage continuous improvements.
- Toured facilities regularly, inspecting for issues and identifying concerns.
- Responded promptly and effectively to complaints and worked quickly to implement fixes.
- Researched specific plans and projects to optimize maintenance and operation costs.
- Conducted routine inventory audits and ordered new supplies for replenishment.
- Liaised with various departments to assist with and remedy facility needs.

HSE/FACILITY OFFICER *Mar 2020 - Aug 2021*

Nigeria Breweries Plc

- Supported development and implementation of business resiliency plans.
- Assisted management team with investigating and managing cases of occupational injuries.

- **Hazard Recognition and Risk Assessment - 2022**
Alison Online Training
- **Introduction to supervision - 2022**
Alison Online Training
- **Diploma in work place safety & Health - 2022**
Alison Online Training
- **Facility management - Maintenance and repairs - 2022**
Alison Online Training
- **Diploma in Construction Safety - 2022**
Alison Online Training
- **Principles of Occupational Health Safety Management System - 2021)**
Alison Online Training
- **Trade Test 1: electrical Installation Works (2017), Federal Ministry of Labour and Employment**
- **Trade Test 2: Electrical Installation Works (2016), Federal Ministry of Labour and Employment**
- **Leadership Basic course (2015), Royal Rangers Nigeria (Paramilitary)**
- **Trade Test 3: Electrical Installation Works (2014), Federal Ministry of Labour and Employment**

REFERENCES

Available on request

- Analyzed key metrics to help operations teams improve SOPs for better health and safety.
- Coordinated responses to regulatory agency inquiries and reporting obligations.
- Evaluated proposed technical standards, policies and regulations to validate environmental protections.
- Monitored Installation of HVAC systems (air conditioning units, panel Cooling units, package Units and heat units).
- Compiled, assessed, and reported on environmental data to improve monitoring and controls systems.
- Balanced land use requirements against environmental protection needs to create sustainable approaches.
- Contributed technical and scientific knowledge toward developing effective environmental management policies and practices.

FACILITY MANAGEMENT INTERN *Apr 2018- Oct 2018*

MAC DANIE LTD

- Communicated with building and maintenance staff regarding physical upkeep and cleanliness concerns.
- Liaised with various departments to assist with and remedy facility needs.
- Conducted routine inventory audits and ordered new supplies for replenishment.
- Implemented and enforced safety rules and health standards.
- Monitored third-party services, determining that completed work is in compliance with contract documentation.
- Toured facilities regularly, inspecting for issues and identifying concerns.

EDUCATION

BACHELOR OF SCIENCE (BSC) - ENVIRONMENTAL MANAGEMENT AND TOXICOLOGY *Sep 2020*

Michael Okpara University of Agriculture, Umudike, Ikwuano LGA, Abia state, Nigeria

ACHIEVEMENTS

- Championed strict 5S lean manufacturing implementation in the brewery to drive productivity, safety, ownership, and waste reduction.
- Drove 5S compliance among the facility team and contractors within the work area; which gave the team a GREEN score during the brewery's TPM bronze certification.