

# FACILITIES MANAGER

**ENGR.ABDULMALIK ABUBAKAR** CFM, CIWFM.

**Contact:** No.802 Medile A Quarters,  
Kumbosto L.G.A, Kano

**E-Mail Address:** priabkr2012@gmail.com.

**TEL:** 0703 195 7072, 0704 635 395

**LinkedIn URL-**

<https://www.linkedin.com/in/abubakar-abdulmalik>.

## OBJECTIVE:

Am a professional and qualified Facilities Manager with proven skills and abilities in developing and leading facility management teams on high visibility commercial and Multinational Telecom company in Nigeria and the ability to fit in quickly and effectively with multi-discipline teams. Experienced in implementing procedures and policies that guarantee the highest standard of building and site maintenance while incorporating a strong health and safety ethics within the facilities team.

## PERSONAL DATA

State of Origin: Osun  
Place of Residence: Kano  
Gender: Male  
Languages: English, Yoruba, and Hausa

## EDUCATION

Bayero University [2004-2010]  
Ahmadiyya Secondary School,  
Kano State. [1995-2001]

## SKILLS:

- Paying attention to detail, Supervisory Skills, Team Leadership Skill, Contract Management Skills, Ability to use Microsoft Word, Microsoft Power Point, Microsoft Excel effectively, using of google drive for periodic backup of files and Auto Cad Design Software, Eyes on Asset Software, Remedy software and CMMS (Computerized Maintenance Management System).  
Communication skills, Time management skills, Decision making skills, financial management skills, Problem solving skills, Self – discipline and result oriented.

## ACADEMIC AND PROFESSIONAL QUALIFICATION OBTAINED WITH DATES:

▪ B Eng Electrical Engineering	December 2010
▪ Senior Secondary School Certificate Examination [WAEC AND NECO]	May/June 2001
▪ National Youth Services Corps Discharge Certificate. <b>Place of Primary Assignment:</b> Egbu Girl Secondary School Owerri- North L.G.A, Owerri, Imo State.	March 2012

## CERTIFICATION OBTAINED:

• Operation Management	December 2018
• Project management	December 2018
• (ISO 45001:2018) - Principles of Occupational Health and Safety Management Systems [OH&SMS]	December 2019
• Workstations Ergonomics	January 2020
• Introductions to Environmental Sustainability	February 2020
• Online Fundamentals Training Course with emphasis on SARS-CoV-2 / COVID 19	June 2020
• Space Management.	June 2020

<ul style="list-style-type: none"> <li>• CIPD - Chartered Institute of Personnel and Development - People Management Skills</li> </ul>	January 2021
<ul style="list-style-type: none"> <li>•</li> </ul>	
<ul style="list-style-type: none"> <li>• Project Management Principles, Practices and Systems Anglia Ruskin University</li> </ul>	February 2021
<ul style="list-style-type: none"> <li>• Understanding Personal Protective Equipment</li> </ul>	March 2021

**WORK EXPERIENCE WITH DATES:**

<b>Establishment:</b> Total Facilities management Limited, Redomach House, No 2 Wahab Dosumu	
Close, By Iya Abubakar Crescent, Off Alex Ekwueme Way, Jabi, Abuja.	[ Aug 2019 – Till Date]
<b>Position:</b> Cluster Team Lead/Facilities Manager;	<b>Site:</b> MTN (Kano Service center and Kano Switch)

**Responsibilities:**

1. Preparing and Collating of the following report as requested by the client.
  - Weekly Remedy report for the MTN Northern Region
  - Monthly Carbon report for the MTN Northern Region.
  - Asset performance sheet for the MTN Northern Region.
  - Weekly Detail Hand Sanitizer availability for the MTN Northern Region.
  - Monthly FM 200 Status for the MTN Northern Region.
2. Assisting in the coordinating of activities in British high commission (BHC), Kano site.
3. Daily review of complaint log for my site to identify any reoccurring issues, to identify and resolve the root cause.
4. Ensure proper and frequent regular disinfection of office space against COVID-19.
5. Flag up where active ingredients and or chemical components are not within acceptable parameters.
6. Provide detailed Facility Condition Assessment (FCA) 3months from “contract start” date with implementation plan; submit quarterly updates on status of submitted FCA.
7. Asset Management Planning Services for project sites; Update asset register with new additions and/or subtractions from previous register, for project sites under my purview.
8. Ensure that the right procedure and professional conduct his observe when carrying out Planned preventive maintenance on Access and Surveillance system, Fire Alarm system, Civil, MEP (Mechanical electrical and plumbing) and Office equipment.
9. Ensuring that all appropriate documentation of all Site activities-PPMs, PPM implementation report, Weekly checklist, certifications, and availability promptly with the help of google link excel sheet.
10. Oversee maintenance activities ensure time duration, quality and cost minimization is achieved through proper procurement process.
11. Evaluate and carry out due process ensuring that best vendor is selected for any task.
12. Ensure compliance with code requirement, government agencies and government regulation.
13. Manage building infrastructure.
14. Interfacing with all vendors/subcontractors to ensure all equipment is operating properly and that there are no disruptions of service.
15. Conduct business continuity and knowledge sharing for all projects under my purview.
16. Responding to emergency calls regarding building problems.
17. Daily review of complaint log for my site to identify any reoccurring issues, to as to identify and resolve the root cause.
18. Ensure that all identified gaps are closed within agreed timeline.

19. Ensure all complaints from my project site are adequately scoped and sent to helpdesk to be logged on for appropriate remedy.

<b>Establishment:</b> Triumph Facilities and Management Services Company Limited, Plot 398, Peter Obang Close Utako (Victory House) FCT Abuja. [ Jun 2016 – Jun 2019]	
<b>Position:</b> Facilities Manager/Staff Supervisor);	<b>Site:</b> Kano MTN (Service center and Kano Switch), Stanbic IBTC (All Kano, Katsina and Duste Branch) and Union Bank (Kano, Katsina, Jigawa and Yobe branch).

**Responsibilities:**

1. To ensure a high safety measures and standards are adopted in any preventive and corrective maintenance works with highest standards of health and safety policies.
2. Prepare planned preventive maintenance schedule and ensure that schedule is implemented, and premises always clean as to create a new image for the organization health and safety standards.
3. Oversee maintenance activities ensure time duration, quality and cost minimization is achieved through proper procurement process.
4. Daily Routine inspection with prospective client to ensure high occupancy rate.
5. Managing routine maintenance and repair of equipment as necessary to address normal wear and tear.
6. Coordinating maintenance activities on various client site
7. Providing technical support and oversight for small projects.
8. Responding to emergency calls regarding building problems.

**PROFESSIONAL BODIES:**

- Council for the Regulation of Engineering in Nigeria. (COREN) [2022 – Till Date]
- Certified Grade Member of Institute of Workplace and Facilities Management (CIWFM) [2022 – Till Date]
- Association of Facility Management Practitioners, Nigeria (AFMPN) [2019 – Till Date]

**PROFESSIONAL SEMINAR/WEBINAR ATTENDED:**

Building a culture of SHE compliances in MTN,	[Jan.2018]
Strategic facility Planning	[May 2020]
Facilities maintenance strategy	[May 2020]
Preparing the workplace to cope with COVID-19 IFMA Abuja.	[Jun.2020]
Facilities Management During and After Covid-19	
MTN COVID -19 Disinfection of office spaces procedure	[Jun.2020]
Energy Management	[Mar.2021]
Work place Technology	[Mar.2021]
Anger Management	[Mar.2022]
Workplace Stress Management	[Dec.2022]

**HOBBIES:** Reading and recreational activities.

**REFREES:** Submit upon on request.