

ONUOHA BENEDICT ONYEMA

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SUMMARY

My name is Onuoha Benedict, I am a qualified Estate Surveyor and Valuer with above eight (8) years ocean of practical experience in Facility Management, Power Management, Water Treatment, Property Management, Human Management, Real Estate Appraisal, amongst others. I hold a Bachelor's Degree in Estate Management from University of Nigeria, Nsukka, (UNN). I am a qualified member of the Nigeria Institution of Estate Surveyors and Valuers, (NIESV).

PERSONAL DATA

Date of birth: 18th June, 1993

Sex: Male

Marital Status: Married

Address: 9a, Oriwu Street, Lekki, Lagos

SKILLS

Real Estate • Property Management • Facility Management • Energy Efficiency • Investment Properties • Client Service • Assets Valuation • Project Management • Facilities Operations • Time Management • Cost Management • Risks Management • Forecasting skill • Good Communication • Relationship Management • Numeracy and Analytical skill • Microsoft Excel • Microsoft Power Point • Multi-Tasking skill. • Observation skill • Research skill.

EDUCATION

Nigeria Institute of Estate Surveyors and Valuers (NIESV) Qualified

University of Nigeria, Nsukka (UNN).

Bachelor of Science in Estate Management, 2016.

Festac Senior Grammer School, Festac Town, Lagos.

Senior Secondary Certificate Examination 2010.

512 Nursery and Primary School, Festac Town, Lagos.

First Leaving School Certificate 2004.

EXPERIENCE AND TRAINING

FACILITY MANAGER.

Dillon Consultancy Nigeria 2022 - till date

Job Title: Facility Manager

Job Summary:

Responsible for overseeing and leading the works of a group such as planning and maintaining work systems, procedures, and policies that enable and encourage the optimum performance of its people in order to achieve the optimum return.

Key Responsibilities:

- Coordinated residential and commercial property management including service charge administration and facilities management for particularly for luxurious estates.
- Develop Planned Preventive Maintenance (PPM) strategies for assets as well as develop creative and sustainable solutions for maintaining facility at highest clean and efficient level with minimal cost.
- Managed a team of 7 operatives to deliver prompt proactive maintenances, logistics management and emergency services.
- Coordinate vendors in the delivery of a top-notch workplace management and high indoor environment quality.
- Monitor project progress and review periodic reports of projects to ensure compliance with agreements and project implementation timelines, highlighting implementation issues and challenges and keeping communications with appropriate authorities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results and also coaching, counseling, and disciplining employees; developing, coordinating, and enforcing system, policies, procedures, and productivity standards.
- Set timelines, objectives and clear responsibilities for all staff, progressively monitor individual performance against agreed criteria and conduct performance appraisal in

keeping with timelines and business objectives.

- Ensure all stakeholders fulfill their obligations under the project agreements related to the predevelopment, commissioning and post development business operations.
- Oversee the coordination of the firm's communication strategy in relation to projects, ensuring interested parties receive information required at appropriate times.
- Responsible for planning and maintaining work systems, procedures and policies that enables and encourage the optimum performance of my staff.
- Develop and manage project schedules and budget.
- Negotiating on the minimum cost of a project that will yield the optimum value.
- Sustaining long lasting business relationships between the firm and its client.
- Ensuring all projects are delivered on or before the deadline.
- Ensuring that specifics details are achieved.

FACILITY MANAGER.

Victor Okpeva and Company (Estate Surveying and Valuation Firm) 2017 – 2021

Job Title: Facility Manager

Job Summary:

Responsible for overseeing and leading the works of a group such as planning and maintaining work systems, procedures, and policies that enable and encourage the optimum performance of its people in order to achieve the optimum return.

Key Responsibilities:

- Coordinated residential and commercial property management including service charge administration and facilities management for particularly for luxurious estates.
- Develop Planned Preventive Maintenance (PPM) strategies for assets as well as develop creative and sustainable solutions for maintaining facility at highest clean and efficient level with minimal cost.

- Managed a team of 6 operatives to deliver prompt proactive maintenances, logistics management and emergency services.
- Coordinate vendors in the delivery of a top-notch workplace management and high indoor environment quality.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results and also coaching, counseling, and disciplining employees; developing, coordinating, and enforcing system, policies, procedures, and productivity standards.
- Set timelines, objectives and clear responsibilities for all staff, progressively monitor individual performance against agreed criteria and conduct performance appraisal in keeping with timelines and business objectives.
- Ensure all stakeholders fulfill their obligations under the project agreements related to the predevelopment, commissioning and post development business operations.
- Responsible for planning and maintaining work systems, procedures and policies that enables and encourage the optimum performance of my staff.
- Negotiating on the minimum cost of a project that will yield the optimum value.
- Sustaining long lasting business relationships between the firm and its client.
- Ensuring all projects are delivered on or before the deadline.
- Ensuring that specifics details are achieved.

GRADUATE ESTATE SURVEYOR

Mark Odu and Company (Estate Surveying and Valuation Firm) 2016-2017

Job Title: Graduate Estate Surveyor

Job Summary:

Responsible for carrying out valuation of an assets such as landed properties, plant and machineries; sourcing of market data and properties to let; overseeing and leading the works of a group.

Key Responsibilities:

- Marketing the properties in the company portfolio
- Appraisal of assets such as land and buildings, furniture and fittings, plant and machineries in order to ascertain the monetary worth of the assets for proper decision making.
- Sourcing of market data and analyzing of data in order to make decision.
- Overseeing the coordination of the firm's communication strategy in relation to projects, ensuring interested parties receive information required at appropriate times.
- Responsible for maintaining work systems, procedures and policies that enables and encourage the optimum performance of my staff.
- Sustaining long lasting business relationships between the firm and its client.
- Ensuring all projects are delivered on or before the deadline.
- Controlling and coordinating staffs in order to achieve the best result.
- Advising on the best approach to adopt in order to avoid risk.
- Ensuring that productivity standards are achieved.

National Youth Service Corps (NYSC) 2018

HOBBIES

Research.

REFEREES

Available on request