

NEVILLE ENAHOLO

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PROFESSIONAL SUMMARY

Over 14 years of experience in inventory, Logistics, procurement and facility management of which 5 have been in the managerial capacity essentially and most recently in Administration and Facilities management.

WORK HISTORY

Facilities Manager, 02/2022 - Present

Biologix Support Services, Anthony & Lekki, Lagos

- Maintain the infrastructure of the facility.
- Perform preventive maintenance on equipment per manufacturer's schedule and appointment.
- Ensure all instruments and equipment are at optimal performance.
- Oversees the management of waste collection across all facilities. Ensure to plan and schedule generator maintenance.
- Supervise cleaners and all multidisciplinary personnel.
- Check and ensure lighting, electrical and HVAC are in perfect working condition.
- Manage access control and security including alarms and CCTV cameras.
- Supervise space allocation, catering and security personnel.
- Schedule maintenance of PCR equipment, bio safety cabinet and other medical equipment.
- Collaborate with Lab manager to schedule for deep cleaning of the lab.
- Energy management including inverters.
- Vendor management.
- Save data and facility activities on google drive and bitrix platforms and share with departmental head and other relevant management as required.
- Train and supervise maintenance staff and ensure high level of discipline and professionalism.
- Report to my supervisor and take instructions as needed. Manage supplies of stationery and toiletries.
- Update intercom details to all staff. Make payments for electricity, waste, cable and other statutory bills.
- Oversee and supervise janitors and other maintenance personnel.
- Manage the admin and facility issues for other offices within the organization.

Facility Manager, 10/2019 – 01/2022

Mocoh Oil and Gas Limited, Ikoyi Lagos.

- Conduct regular facilities inspection and carry out maintenance.
- Schedule HVAC maintenance.

- Supervise generator maintenance.
- Manage and fix all electrical and plumbing issues.
- Property management at 1004 flats in VI for short let.
- Update documentation of clients and respond to mails on administrative matters.
- Conduct market research and procure materials and equipment.
- Logistics oversight and all other administrative functions.
- Overseeing building projects, renovations or refurbishments.
- Managing budgets and ensuring cost effectiveness.
- Supervising multidisciplinary teams of staff including cleaning, maintenance and security.

Group Admin/Facility Manager, 04/2018 – 09/2019

Media Fuse Dentsu Aegis Network, Ikeja GRA.

- Conduct and document regular facilities inspections.
- Supervise maintenance and repair of facilities and equipment.
- Negotiate contracts to optimize delivery and cost saving.
- Respond to facility and equipment alarms and system failures.
- Provide prompt response to requests and issues from facility occupants.
- Prepare and track facility budget.
- Monitor expenses and payments.
- Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures and purchases.
- Allocate and manage Facility space for maximum efficiency.
- Oversee facility refurbishment and renovations.
- Carry out, on a daily basis, a walk through in all facilities in Media Fuse to ensure efficiency.
- Spot and ensure immediate repair are done to any defect in either HVAC or plumbing and electrical systems.
- Obtain quotes and tenders from vendors and suppliers.
- Manage contractor and vendor relationship.
- Ensure delivery schedules, quantity and quality criteria are met.
- Oversee environmental health and safety.
- Verify payment and invoicing match contract pricing.
- Advise on and monitor energy efficiency.
- Assure and supervise the security of the facility.
- Develop and implement cost reduction initiatives.
- Manage and review service contracts to ensure facility management needs are being met.
- Coordinate intra-office moves.
- Ensure the office space and environs is maintained with the highest standards of neatness and cleanliness.
- Monitor waste disposal.
- Prepare reports on a weekly or monthly basis as it suits company policy.
- Deliver presentation on facilities status on meetings and review.

Group Facility Manager, 03/2016 - 03/2018

Eye Foundation Hospital, Ikeja GRA.

- Daily check and update of the efficiency of all facility within the hospital.
- Update of all yearly maintenance on Google Drive.
- Regulate the efficient use and supply of diesel.
- Record of IKEDC (Ikeja Electric Distribution Company) usage on a monthly basis to ensure exact and precise energy consumption with reference to diesel usage.

- Facilitate and ensure efficiency in all Plumbing and HVAC systems.
- Ensure all electrical systems are in perfect order.
- Maintain adequate supplies of consumables, toiletries and stationeries within the hospital.
- Coordinate and maintain over six eye foundation hospital within the group.
- Prepare and make presentation of reports during management meetings.
- Make proper recommendations in Facility management for adequate decision making.
- Maintenance of facility for all Eye Foundation hospitals.
- Maintenance of fleet. Maintenance of generators.
- Booking of flight and accommodation for management staff.
- Maintenance of all Eye Foundation hospital buildings.
- Other administrative functions.

Procurement Officer, 08/2013 - 02/2016
Keysode Nigeria Limited, VI Lagos.

- Procurement of all materials and equipment required for projects and ensuring materials are delivered in a timely manner.
- Budgeting and cost control. Liaising and negotiating with suppliers and contractors for best and standard pricing.
- Devise and employ fruitful sourcing strategies.
- Finalize details of orders and deliveries.
- Prepare purchase orders.
- Facilities management, vendor management. Repair and renovation.
- AC maintenance, electricals and plumbing maintenance and supervision.

Inventory/Logistics Officer, 07/2008 - 07/2013
Costain West Africa Plc, EB Lagos.

- Data entry of all assets.
- Preparation of monthly charges for all vehicle hire, generator hire, scaffolding hire and plant hire.
- Preparation of monthly charges for heavy deliveries.
- Administrative responsibilities and preparation of waybills, gate-pass, fuel docket and any other official document with regards to plant and transport department.
- Day to day scheduling of all assets.
- Codification of all machines.
- Field material management activities.
- Oversight and supervisory roles in materials delivery.
- Procurement of all vehicle document and local government stickers/permit.
- Registration of new vehicles.
- Coordination of logistics operations in all project sites across the country and beyond.
- Attend to Drivers and mates scheduled to travel across various sites.
- Maintain record of all vehicles and machines.
- Supervise loading of trucks and issue gate-pass and waybills.
- Ensure that vehicles are properly checked by technicians before embarking on any trip.
- Vehicle licensing.
- Make all necessary reports on mechanical default on vehicles and ensure timely servicing of vehicles.
- Intermediate with insurance brokers and insurers in case of accident report.
- Make relevant reports and attach photographs where necessary and police reports to insurers to facilitate easy and quick settlement of claims.
- Prepare plant charges for all plant, vehicle and machine hire for all project sites nationwide.

EDUCATION

Bachelor's Degree – Soil Science
Obafemi Awolowo University
10/2006

PROFESSIONAL QUALIFICATION

IAPM - Facilities management and maintenance masterclass	-	September 2023
Alison - Certificate in Facilities Management	-	March 2022
IPMA - (Institute of Professional Managers and Administrators)	-	March 2019.
MCTS - (Microsoft Certified Technology Specialist)	-	Sept. 2011

REFEREES

Available on request.

LANGUAGES

English – Fluent.