

# SEAMAN B. PATRICK

Facility Manager || Sales and Logistics Officer

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## Objective

To effectively utilize my expertise in facility management and logistics to streamline operations, optimize resources, and enhance organizational efficiency. I aim to proactively manage and maintain facilities, ensuring a safe and productive environment for staff and visitors, while also implementing strategic logistics solutions that minimize costs, maximize productivity, and ensure seamless supply chain management. By leveraging my strong leadership, communication, and problem-solving skills, I strive to deliver exceptional results, drive continuous improvement, and contribute to the overall success of the organization.

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## Education

Federal Polytechnic Bida,  
Bida Niger State.  
HND, in Architecture Engineering

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## Key Skills

Negotiation	Communication
Project/Facility Management	Problem-solving
Budget planning	Leadership
Professional Driving skills	Analytical skill

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## Experience

**ABS Soap Factory, Along Lemu Road, Bida Niger State 2015-2017**

**Position Held: Operations/Facility Manager**

**Key Responsibilities:** *Develop and put into action maintenance plans for the facility to ensure proper operation and maintenance. This involves overseeing repairs and restorations, managing preventative maintenance programs, and making sure that safety and legal requirements are met.*

**Budgeting and cost management:** *Create and oversee the facility budget, which includes costs for suppliers, utilities, maintenance, and repairs. In order to maximize facility operations while staying within a limited budget, track expenditures, seek for cost-saving options, and negotiate contracts with suppliers and service providers.*

**Planning and use of space:** Plan and utilize the facility's space as efficiently as possible. To maximize productivity and support the requirements of the workforce and various departments, coordinate office designs, furniture placements, and storage options.

**Management of Vendors and Contractors:** Work with outside suppliers, contractors, and vendors to make sure the prompt delivery of goods and services. Determine and choose vendors based on their level of quality, efficiency, and dependability. To obtain advantageous conditions and effective service delivery, build and maintain excellent partnerships. **Team leadership:** Lead and manage a crew of facilities employees, including maintenance specialists, janitors, and administrative help. In order to promote high-quality service delivery and a positive work environment, provide direction, training, and performance feedback.

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**Multi-pro Production Company, Kagiri- Abuja     2018-2019**

**Position Held: Regional Sales Manager/Promo Coordinator**

**Key Responsibilities: Sales Management:** Lead and oversee a group of sales professionals in the area, offering direction, assistance, and coaching to help them meet their sales goals. Track sales results, research market trends, and spot potential growth possibilities.

**Sales Strategy:** To enter the market and maximize sales potential, develop and put into action complete sales plans and techniques. To accomplish desired outcomes, identify target consumers, set sales goals, and develop action plans.

**Coordination of Promotional events:** To build brand recognition and boost sales, plan and coordinate promotional events such as product launches, sales campaigns, and trade exhibitions. To support these activities, create marketing collateral, promotional materials, and sales presentations.

**Conduct market research and competitor analysis:** to stay current on market trends, client demands, and the competitive environment. Utilize this data to pinpoint market inefficiencies, improve sales tactics, and create novel ways for gaining a competitive edge.

**Performance evaluation:** keeping track of, assessing, and reporting to management on the performance of the sales team in relation to goals. To maximize sales productivity and effectiveness, identify areas that need to be improved and take the appropriate corrective action.

**Reime West Africa, Ikoyi - Lagos State**

**2019- 2023**

**Position Held: Logistics Officer/ Company Driver**

**Key Responsibilities: Documentation and Reporting:** *Maintain accurate documentation and records related to logistics operations. Prepare and analyze logistics reports, including key performance indicators (KPIs), to evaluate operational efficiency **and identify areas** for improvement. **Generate reports:** on inventory levels, delivery status, and logistics costs as required.*

**Supply Chain Management:** *Coordinate and manage the end-to-end supply chain process, including procurement, inventory management, warehousing, and distribution. Monitor inventory levels, track shipments, and ensure timely delivery of goods to meet customer demands.*

**Vehicle Maintenance:** *Perform routine inspections and maintenance on company vehicles to ensure they are in good working condition. This includes checking fluid levels, tire pressure, and overall vehicle performance. Report any mechanical issues or accidents promptly and follow appropriate procedures. **Transportation and Delivery:** Safely and efficiently transport goods and materials to designated locations using company vehicles. Adhere to traffic rules, regulations, and delivery schedules to ensure timely and accurate deliveries.*

**Route Planning and Optimization:** *Plan the most efficient routes for deliveries, considering factors such as traffic conditions, delivery deadlines, and fuel consumption. Optimize routes to minimize costs, time, and mileage, ensuring timely deliveries and maximizing operational efficiency.*

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**Leadership** Successfully lead a team to exceed sales goals, to manage facilities, ensure cleanliness also as a cleaner supervisor while improving and maintaining organizational goals, policies and standard.

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**References** Mrs. Majebiola O. Hannah  
Front Desk/Administrative Officer,  
Alexander Marius Investment Ltd, Ikoyi, Lagos-Island.  
09036888310

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