

Temitope Wilson ABBI

20 Ajoke-salako Street, Dehinde Bus-stop, By Deeper Life Bible Church, Ifako-Gbagada, Lagos.

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Male; Born on November 13, 1976; Married and From Warri North, Delta State in Nigeria.

Skills

Critical Thinking
Creativity
Collaboration
Customer service
Effective communication
Corporate Management
Leadership
Business Development
Project Management
Media and technological literacy
Objective attention to details
Health and safety skills
Big picture thinking
Professionalism and accountability
Interpersonal and negotiation skills.
Excellent problem solving and prioritisation skills.
Ability to multi-task and work under pressure

PROFESSIONAL EXPERIENCE

August 2022 till Date

Head, Facility Management.

Role Model School, Owned by Daystar Christian Centre, Ikosi Road, Ikeja, Lagos.

www.rolemodelschool.org

Job Responsibilities

- To ensure that all statutory elements of health and safety are implied and undertaking responsibility for monitoring first aid and emergency supplies and equipment and maintaining the premises in a safe and healthy condition and to a high standard.
- In co-operation with the Fire Service, to be responsible for the installation and maintenance of all firefighting and fire alarm systems.
- To initiate and record regular fire drills.
- To monitor the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and sign posted.
- To be responsible for all aspects of the school's risk management, including ensuring all necessary risk assessments are completed and the necessary checks are in place to meet all audit requirements.
- To be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, and other plant.
- To review electricity and water usage

- To be responsible for the line management of all premises and ground maintenance staff, to include participating in their recruitment and selection, identifying their training needs and drawing up their program of work.
- To be aware of and adhere to applicable school rules, regulations, legislation and procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To undertake other duties appropriate to the grading of the post as required
- Plan and coordinate all installations (telecommunications, elevator, electricity etc.) and refurbishments.
- Manage the upkeep of equipment and supplies to meet health and safety standards.
- Inspect buildings' structures to determine the need for repairs or renovations.
- Review utilities consumption and strive to minimize costs.
- Supervise all facilities staff (janitors, technicians, etc.) and external contractors
- Control activities like parking space allocation, waste disposal, building security etc.
- Allocate office space according to needs
- Handle insurance plans and service contracts
- Keep financial and non-financial records
- Perform analysis and forecasting
- To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems.
- To be responsible for the upkeep of playing fields, gardens, all weather surfaces and to ensure the maintenance of boundaries, footpaths, roads and rights of way within the school premises.
- To be responsible for the letting of the school premises to outside organizations and school staff, and for the development of all school facilities for out-of-school use ensuring high level of customer satisfaction.
- Reporting to the Head of School.

July 2014 – May 2022

Head, Facility Management.

Olashore International School Association, Oba Oladele Olashore Way, Iloko-Ijesa, Osun State.

www.olashoreschool.com / www.royalparkng.com

- Directing and coordinating Facility Management Practices for facilities which include International Royal Park Hotel, Olashore International School, PJK Laundry Building, Oba Samuel Olashore Anglican Church, Expatriate Apartments and Housing Estates owned by The Olashore Association.
- Develop and implement Facility Management Schedules including Preventative Maintenance PM, Conditioned Maintenance CM, and life-cycle requirements to include Replacement Plans.
- Leading by mentoring a team of manager, supervisors, technicians, artisans and cleaners while directing and planning essential central services such as security, general maintenance, cleaning, fumigation, catering tools and waste disposal.
- Assist in policies and procedure formulation, implementation and monitor work activities to ensure compliance with established policies and procedures.
- Implement best practice processes to increase efficiency.
- Budgeting to finance all maintenance works as Operating Expenditure (OpEx) and Capital Expenditure (CapEx) during the budget cycle with measures to track budget.
- Monitor suppliers performance in line with KPIs, contractual obligations and SLA
- Conduct periodic facilities users' satisfaction survey and ensure the correction of the area of dissatisfaction and non-conformities.
- Ensuring that the building meets Health, Safety and Environmental requirements and that facilities comply with legislations.

- Planning best allocation and utilisation of space and resources for the new buildings, re-organising current premises or coordinating intra-office moves.
- Security administration
- Managing the interface between the institution and communal stakeholders or State agents for Security, Water, Waste, Sign-posts, Land, etc.
- Managing all IT solutions.
- Managing all procurements and determining re-order level to avoid downtime in any operation of the business.
- Oversees Projects involving Facility Refurbishment, Replacement Planning and Constructions.
- Plan and monitor appropriate Facility Management Staffing, Performance Management, Staff development and Training.
- Coordinating Fleet management which involve vehicle Procurement, maintenance, tracking and diagnostics, driver and speed management and fuel management.
- Ensuring that facilities in the Staff Estate (made up of 120 Flats) and Royal Park Hotel (with 120 fully furnished rooms ensuite) are safe and well maintained to delight occupants.
- Coordinating the Water Supply which involves Generation of raw water from the dam, Water Treatment and Distribution of clean water.
- Maintenance of the Sporting Fields, swimming pool and stadium pavilion. Ensuring that values are added to these facilities.
- Planning for future development in line with strategic business objectives.
- Manage contractor and vendor relationships. Also negotiate contracts to optimize delivery and cost saving.
- Advise on and monitor energy efficiency.
- Perform other related duties as required
- Prepare the Weekly, Termly and Annual Facilities Management Reports and are communicated to all stakeholders and directly to the CEO.

December 2012 till June 2014

Admin and Facility Manager

Lekki British School Limited, Victoria Arobieke Street, Off Admiralty Way, Lekki Phase 1, Lagos, Nigeria.

www.lekkibritishschool.org

- To manage the delivery of a range of facilities management services, including office premises, furniture, equipment and vehicles to ensure that the premises provide a high quality, comfortable, safe and efficient working environment for all staff, customers and visitors.
- Undertake emergency and planned maintenance and repairs within capability and respond effectively and maintain a log of such works.
- Implementing the cleaning policies and coordinating the support staff as regards job detailing and inspection of assigned duties.
- Track, analyze and improves key maintenance parameters such as asset utilization, maintenance cost, schedule compliance etc.
- Procurement and store management.
- Establish Service Level Agreements (SLA's) with all maintenance service providers and manage relationship with service providers to ensure service level expectations are met
- Be aware of the location of essential services including water isolation valves, fire points, drainage systems, gas and power supplies. Maintain a detailed plan showing the location of these.
- Enforcing the security and safety policies of LBS on staff and customers.
- Supervising logistics and event planning
- Office allocation and their furniture.
- Project management.
- Identifying and developing training opportunities for members of facility management team.

- Coordinating the activities of suppliers and other contractors.
- Liaising with state agents on security, building, waste management, safety, sign post, etc.
- Budgeting and planning
- Any other duty as may be assigned.
- Reporting to the MD/CEO.

August 2007 till December 2012

Facility Manager

Meadow Hall Limited, Meadowhall way, Alma Beach Estate, Elegunshi-Ikate, Lekki, Lagos – Nigeria;

www.meadowhallschool.org

- Property Maintenance to include Structural Changes and liaising with the landlords of such properties.
- Supervising all projects.
- Maintenance management; repairing and installation.
- Coordinating the activities of all vendors or contractors and managing the relationship for excellent service delivery.
- Managing safety checks on fixed installations.
- General Security Supervision including monitoring the registered security provider, access control and seeking the service of State security Agent when necessary.
- Responsible for fire detection and suppression. Fire checks, fire risk assessment, annual fire equipment maintenance
- Planning and implementing Fumigation and professional cleaning of the building.
- Parking facilities and spaces and the allocation thereof
- Liaise with stakeholders over issues with communal infrastructure considering environmental sustainability, company health and safety policies.
- Workstation assessments in conjunction with the Health and Safety State Agents.
- Maintenance of Kitchen facilities located at the boarding site and organising the dining hall.
- Active logistic roles during event planning and implementation.
- Office moves/relocations.
- Responsible for publishing up to date intercom directory and locations.
- Reporting to the MD/CEO.

February 2005 till July 2007

Customer Service Executive

UAC Dairies, Oregun-Ikeja, Lagos – Nigeria;

- Delighting customers and satisfying consumers by ensuring constant supply of stocks
- Implementing marketing and sales policies in line with the business goals and objectives
- Identifying, developing of key customers and managing the relationship.
- Understanding the dynamics of the business environment and development of prospective customers
- Statistical analysis of sales.
- Modeling Service Expectations through treating internal customers – a company's employees – with respect and appreciation, as well as carrying out the mandates of the company's best practices themselves.
- Conducting quality assurance surveys with customers and providing feedback to the staff.
- Reporting to the regional manager

August 2003 till January 2005

Administrative Manager

Clearcom Vent Ltd., Block 192 Jakande Estate, Oke afa, Isolo, Lagos.

- Formulates and plans administrative, marketing and sales policies in line with business goals and objectives.
- Keeping company's account and preparing staffs monthly salary.
- Carrying out audit inspection of computer hardware and software.
- Coordinating and supervising works of the IT Technicians.
- Maintenance of office equipment.
- Compiling monthly and quarterly audit report and annual returns from 52 computers connected to the internet.
- Submitting audit return and reporting to the MD.

1999 till July 2003

Subject Teacher

Imoye High School, Mile-2 schools complex, Amuwo-Odofin, Lagos – Nigeria;

- Teaching Economics at the college level
- Assistant class teacher
- Developing teaching curriculum to cater for the slow learners.
- Assisting in the preparation of weekly financial returns of fees for all SS students.
- A coordinator of games/sports in the House

July 1998 till 1999

Subject Teacher (NYSC)

Imoye High School, Mile-2 schools complex, Amuwo-Odofin, Lagos – Nigeria

- I function as the Corpse Liaison officer
- Liaises with NYSC office and Festac Local Government on behalf of the corps members.
- Inspire others to work towards a common goal.
- Counter checks, endorses and submit for approval all financial disbursement.

Hobbies

I enjoy playing Table tennis, Travelling and I also like listening to Afro-jazz music.

EDUCATION BACKGROUND

S/N	NAME OF SCHOOL	DEGREE OBTAINED	DATE
1.	Federal University of Technology, Akure	PGD IN Estate Management	IN VIEW
2.	EKITI STATE UNIVERSITY, EKITI STATE	MBA	2012
3.	BAYERO UNIVERSITY KANO	Bachelor of Science in Economics; second class lower	1993 – 1998
4.	Lafiaji High School Hawley Street, Okesuna, Lagos.	General Certificate Of Education, ordinary level.	1985 – 1989
5.	Anglican Primary School, Breadfruits Street, Lagos Island, Lagos.	Primary School Leaving Certificate	1982 – 1985
6.	Nazareth Nursery and Primary School, Agunlejika, Surulere, Lagos.	Transferred	1977 – 1982
7.	Wesley Methodist Church Nursery School, Olowogbowo, Lagos Island.	Transferred	1976 – 1977

OTHER PROFESSIONAL CERTIFICATES:

➤ Safer Recruitment For International Schools	July 2020
➤ Fire Safety for International Schools, EduCare	July 2019
➤ How to be an Effective Fire Warden or Fire Marshal	July 2019
➤ Understanding Child Protection, British Council.	January 2019
➤ ISO 9001:2015 INTERNAL AUDIT COURSE	November 2018
➤ Member, International Facility Management Association	August 2016
➤ Facility Management Master Class	February 2016
➤ Business Intelligence and Knowledge Management Systems	March 2014
➤ MS Project Training	February 2014
➤ First Aids Training	January 2012
➤ Educational Camp For Leadership Training	August 2011
➤ Basic Security Training	April 2011
➤ Fire Fighting Techniques	January 2010
➤ Customer Care In International Schools	September 2009
➤ Key Account Management Course	August 2008
➤ Building customer service excellence course	June 2007
➤ National Youth Service Corps; (NYSC/LA/BUK/97/97203)	1998 – 1999

REFERENCES

1. ALHAJI HAKEEM SULEIMAN
DIRECTOR OF ACADEMICS
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OSUN STATE.
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2. Mr. OLA OPESAN
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3. REVEREND FEMISOLA ATILOLA
MINISTER IN CHARGE
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