



# UWUORUYA OSARETIN PAUL

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## ACADEMIC HISTORY

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**September 2002 - October 2007**

**Senior School Certificate (NECO)  
King's Onward College, Benin City  
Edo state, Nigeria**

**June 2009 - August 2012**

**Diploma in Maritime Studies, Information & Communication  
Technology.  
University Of Benin, Benin City, Edo State Nigeria.**

**February 2011 - August 2014**

**BSC Statistics with Computer Science  
University of Benin, Benin City, Edo State Nigeria**

## WORK EXPERIENCE

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**Facility And Maintenance Manager**

**Oct 2012 – Sep 2015**

**7<sup>th</sup> Continental (Mega Chicken) LAGOS NIGERIA**

- Responsible for overseeing and agreeing contracts and providers for services including security,
- parking, cleaning, maintenance, technology and so on. Supervising multi-disciplinary teams of
- staff including cleaning, maintenance, grounds and security. Ensuring that basic facilities, such as
- water and cooling, are well-maintained
- Equipment & Building Maintenance
- • Maintains equipment on company grounds by closely monitoring equipment and
- completing necessary testing as required.
- • Maintains a database of equipment and facilities servicing schedules
- • Ensures planned maintenance programs for a variety of office equipment and
- preventive maintenance of facility equipment is carried out as required
- • Ensure the maintenance of staff house. Maintains accurate records of all maintenance
- repairs.
- • Ensures adequate supply and distribution of utilities, diesel, water; repairs and
- maintenance of company facilities.
- • Plans Preventive, predictive and corrective maintenance (e.g. Fire protection systems
- and lifting equipment)
- • Inspects, schedule and monitor routine repairs and maintenance of the below
- ✓ Roof Repairs & Maintenance

**Administrative Operations Manager**  
**FILM House Cinemas Nigeria Limited, (LAGOS)**

**Dec 2015 – April 2018**

- Job Description: manage and integrate core business processes using ERP Software
- Quality controls on stocks
- Credit Note Processing
- Stock Recording
- Resolution / Returns
- Order processing/Picking
- Collected and analyzed the data for management reports
- Vendor registration
- Company Game nights biddings
- Event Management

**Hospitality Relations Experience Manager**  
**Golden Tulip Essential Ibadan**

**Sep 2018 – July 2022**

- Supervise work at all levels (receptionists, kitchen staff, maids, office employees etc.) and set clear objectives
- Plan activities and allocate responsibilities to achieve the most efficient operating model
- Manage budgets/expenses, analyze and interpret financial information and monitor sales and profits
- Develop and implement an intuitive and efficient marketing strategy to promote the hotel's services
- Communicate with customers when appropriate (welcome them in the facilities, address their complaints, find solutions to problems, offer information etc.)
- Deal with maintenance issues, shortages in staff or equipment, renovations etc.
- Collaborate with external parties such as suppliers, travel agencies, event/conference planners etc.
- Inspect facilities regularly and enforce strict compliance with health and safety standards
  - Inspect the cleaning, catering and parking services of client & personnel
  - Carry out daily walk around to inspect the cleanliness and accessibility to premises
  - Direct, coordinate and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling;
  - Ensuring apartments meets health and safety requirements and that facilities comply with legislation; keeping staff safe.
  - Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies
  - Perform environmental hazard management/planning and remediation.
  - Ensure walkway, stairway, driveway and roofs are inspected to remove obstruction and cause for leakages.

- Assists with domestic staff training and organizes the duties and scheduling of domestic staff.
- Ensure the house supplies inventory are put to good use.
- Care and inventory of artwork and antiques.
- Supervision of other domestic staff in company staff houses
- Drawing household budgets and keeping inventory of apartment supplies
- Ability to use the Standard First Aid & CPR / AED for clients with minor injury

## **PROFESSIONAL EXPERIENCE**

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### **Trade Test Certificate (Federal Ministry of Labor & Productivity)**

Competence on Elect. Inst. Work Class 1 & 3 standard

**Nov 2009 – Nov 2011**

### **(British International Safety Organization)**

UK Health Safety Executive HSE 1 & 2

**June 2015 – Sep- 2015**

### **Chartered Institute of Contract Project & Facility Management**

**Intermediate**

**March 2018**

## **CONFERENCES ATTENDED**

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### **Power Nigeria Energizing the Industry**

Landmark, Water Corporation Oniru Victoria Island Lagos

**20<sup>th</sup> - 22<sup>th</sup> September 2018**

### **GULFOOD MANUFACTURING**

Kumasi Accra Ghana

**8<sup>th</sup> - 10<sup>th</sup> November 2020**

### **HEN Expo Hotel Expo Nigeria**

Landmark, Water Corporation Oniru Victoria Island Lagos

**14<sup>th</sup>-15<sup>th</sup> July 2022**

### **Africa Credit Expo**

Oriental Hotel, Victoria Island Lagos

**15<sup>th</sup> -17<sup>th</sup> Nov 2023**

## **SKILLS AND ABILITY**

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- Proficient in Microsoft Office (Word, Excel, & PowerPoint)
- Proficient in ERP Management Software for senior Management review
- Proficient user of accounting packages (Peachtree, Sage Quantum)
- Strong communication skills
- Proficient user of Graphic packages (CorelDraw, Photoshop)
- Proficient in Microsoft Office 360.
- Proficient in Google forms and sheet
- Social Media Brand Promoter
- Commercial Event Manager
- Welding and Fabrication proficiency

## **PROFESSIONAL MEMBERSHIP**

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**Nigerian Computer Society (NCS), Edo State Chapter, Benin City**

Position Held: Member

**National Association of Maritime Workers, Warri, Delta State.**

Position Held: Member

**National Association of Health and Safety Mangers, Lagos**

Position Held: member

**Chartered Institute of Contract Project & Facility Management, Lagos**

Position Held: Member