

EKO OTUMANEN WILFRED

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OBJECTIVE

As a facility manager, my primary objective is to support the company's core goals by facilitating smooth flow of activities in delivering its business services. In order to achieve this, I aim to impart my full expertise in planning, budgeting, delegating, networking, performance control and evaluation to all the processes within the company. I have performed managerial duties in different establishments and this has broadened my understanding and capabilities in maintaining a suitable working environment. I am also committed to utilize business practices that will maximize productivity while reducing operating costs. With this said, I am positive that I will be an asset to the company.

KEY SKILLS AND EXPERTISE

- ❖ Budgeting and Estimation
- ❖ Decision making
- ❖ Operations Management
- ❖ Customer Satisfaction
- ❖ Interpersonal skills
- ❖ Vendor management
- ❖ Property management
- ❖ Preventive maintenance
- ❖ Negotiation Abilities
- ❖ Building maintenance
- ❖ Project management

WORK EXPERIENCE

Alpha Mead Facilities and Management Services

Facility Manager

Sept 2022 – Till Date

- Conduct of periodic unannounced property inspections to determine the performance of key service providers.
- Involvement and input required with the Portfolio Manager for the selection of service providers.
- Responsible for daily inspection and supervising Preventive Maintenance plans.
- Oversee the correction of maintenance issues that relate to the interior space and exterior of the building, as applicable.
- Manage property to identify, prevent, address, and eliminate all environmental, health and safety issues.
- Conduct regular periodic fire and life safety inspections.
- Provide project management services for small projects as directed by management. Additionally, involved and serves as a resource for all interior planning, furniture reconfiguration and internal moves of the clients.
- Conduct periodic property review to prepare and maintain plans for handling major storms, security risks and other extraordinary events.
- Assist Project Management and Engineering, Design and Construction personnel – Protect the property.
- Advise clients of fire hazard and regulatory compliance requirements in the workspace.
- Contribute to the preparation of annual operating budgets and implement the day-to-day management of the facility within the parameters of the budget.
- Maintain ongoing communications with head office Accounts Department and appropriate Accounting Manager.
- Ensure compliance with all training activity and schedules for subordinates and team members, working within the Company policies and procedures.

SUTHMAN REALTY LIMITED

Facility Manager

Oct 2021- September 2022

- Management of all site responsibilities, including client relation, staff management, and general premises management.
- Liaising with tenants on service provision and requirements.

- Directing and planning essential central service as maintenance, cleaning, waste disposal and security.
- Ensuring prompt and uninterrupted delivery of services and responding appropriately to emergencies or urgent issues as they arise.
- Develop a comprehensive and easy to follow filing system for invoices, receipts, client information, office expenses, acknowledgement letters, incoming letters, human resource files, facility management expenses and other important documents.
- keeping track of expenses incurred at the site and acting as a liaison between the site and the office accountant.
- Ordering all the supplies needed to run an efficient and professional office, keeping track of when supplies are running low, and making they are re-ordered before they run out.
- comparing costs for required goods or services to achieve maximum value for money.
- Ensuring that the building meets health and safety requirements.
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.

TRIUMPH PROPERTY AND FACILITY MANAGEMENT COMPANY

Facility Manager

2020- Sept 2021

- Plan, direct, coordinate and estimate budget for the facility
- Oversee procurement and maintenance and upgrade overall facility as required.
- Monitor facility usage, operations and equipment maintenance.
- Carrying out preventive and routine maintenance for the facility
- Review utilities consumption and strive to minimize costs
- Supervise all staff facilities staff (technicians, groundskeepers etc.) and external contractors
- Monitor annual budget for building use and facility maintenance.
- Develop schedule for regular evaluation of facilities.
- Participate in development of policies and procedures affecting usage supplies of the facility
- Initiate interventions to solve problems in facilities.
- Update and maintain usage records and invoice clients accordingly.
- Serving as chief point of contact for tenants, vendors, contractors, and management teams to swiftly resolve concerns and optimize residential experiences.
- Increasing occupancy rates by up to 75% through effective sales strategies, marketing plans, and relationship management abilities.

EMCEL PROPERTIES NIG LTD

Site Manager

JAN 2020 – AUG 2020

- Overseeing of the day to day running operations of the building construction projects.
- To monitor progress and oversee delivery of the materials.
- Carry out safety checks and sort out any problem which could hold up work as they arise
- Keeping close contact with members of the site team at all times, and liaise with sub-contractors.
- Regular update of work activities at the construction site to my superiors.
- Ensuring customer satisfaction by responding to customer enquiries in responsive manner
- Ensuring compliance across the work site.
- Track and monitor project progress and adhering to prearranged standards.
- Assist in maintenance issues across the various estates.
- Checking and preparing site reports and finding ways to prevent problems and to solve any that crop up.

BRIDGEWAY BUILDING & ENGINEERING LTD

Site Engineer

2017 – 2019

- Inspect facilities and analyse operational data
- Maintained compliance with safety and regulatory standards
- Compiled estimates for technical and material requirements for project development
- Determined and presented estimates of operational costs
- Evaluated operations and processes
- Suggested process and technical design changes to improve performance and efficiency
- Implemented improvements to designs and processes
- Drawing up work schedules and communicating any adjustments to crew members and clients.
- Directed engineering activities; assign tasks, provide training and support.
- Negotiating with suppliers and vendors to ensure the best contracts.
- Created graphical representations of proposed solutions
- Prepared proposal documents and presentations.

MICROMEGA CONSTRUCTION COMPANY

Site Engineer (student Intern)

2015 – 2016

- Assist in preparing engineering related calculations, design drawings, specifications, and visual aids.
- Assist with field work (e.g. remediation system operations, site inspections).
- Collect and enter data, and apply technical principles and theories to assist in interpreting and analysing data
- Compare investigation findings to relevant studies and provincial/federal regulations to assess compliance, draft reports documenting results and presenting findings
- Compiled and presented reports explaining project details to non-technical stakeholders
- Monitored project progress, compliance with design specifications and safety standards
- Maintained detailed documentation of all site engineering activities
- Miscellaneous assignments on an as-needed basis.

EDUCATION

Cross River University of Technology

B.Eng. Civil Engineering

2011-2016

St. Patrick's Technical College

Secondary School Certificate Examination

2006-2011

Government Primary School

First School Leaving Certificate

1998-2005

Certifications

Professional Facilities Management

Alpha Mead Training Centre

Issued August 2023 – No Expiration

Projects Management Foundations

LinkedIn

Issued Sept 2021 – No Expiration

Operations Management Foundations

LinkedIn

Issued Aug 2021 – No Expiration

Jobberman Soft-Skills Training

Jobberman Nigeria

Issued July 2021 – No Expiration

REFEREE

Available On Request