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## **BAMITEKO, Olaoluwa Johnson**

<b>Career Objective</b>	To provide top-quality, professional property and facilities management services in a challenging and merit driven work environment with opportunity for career development and advancement.
<b>Summary of Work</b>	Currently a <b>Facilities Manager</b> , at <b>CBRE Excelerate JV</b> , providing Facility and Maintenance Management Support Services that meet and exceed client and employer's need and expectations in targeted relationship management, cost reduction, procedure and process control, and resources management. Having completed a master's degree in Facilities Management, a Chartered member of Institute of Workplace and Facilities Management (CIWFM) and at the same time a member of International Facility Management Association, working toward being a Certified Facility Management. My work experience has exposed me to multi-national, multi-ethnic/cultural and multi-dynamic organizations with a wide experience in property management, strategic planning, utility, plant and service management, business interactions with relevant authorities and agencies, as it relates to property acquisition, contract execution, negotiation, facilities management contractual, cost and schedule improvement, debt recovery, vacancy management, planning and control, logistics management, interface & issues management coordination, requisition and procurement management.
<b>Skill Profile</b>	<ul style="list-style-type: none"><li>* <b>People Management:</b> Warm, amiable personality. Able to listen to people vent, broker interpersonal difference and help others grow their businesses and potentials.</li><li>* <b>Budgeting and Financial Management:</b> Using scarce resource to plan and control strategic objectives.</li><li>* <b>Leadership Skill:</b> Profound leadership skills, experience and exposure. Obtained from managing tasks, projects, people, processes and performances, both outside and within the organization I have worked and from relevant trainings. An excellent organizer, team player and coordinator.</li><li>* <b>Coaching:</b> Considerable skill and experience in coaching. Ability to identify coaching and training needs and helping individuals bridge performance gaps through effective feedback, counseling and training sessions. Ability to use ICT as a resource for effective knowledge transfer.</li><li>* <b>Technical Orientation Skill:</b> A flair for technical ideas and solutions. Considerable exposure and experience in the PropTech. Proficient in all Microsoft office and many other property and facilities management applications and systems.</li><li>* <b>Problem-solving Skills:</b> Ability to Put out fires and keep the team focused. Manage complaints and mediate disruptive team behavior by solving problems as they arise.</li><li>* <b>Others:</b> Ability to work under pressure, good self-esteem and respect for cultures and people other than my native land.</li></ul>
<b>Institutions Attended</b>	<p>University of Lagos, Akoka, Lagos State. (2010 - 2013).</p> <p>University of Maiduguri, Maiduguri, Borno State. (2000 - 2007)</p> <p>Government Comprehensive Secondary School, Gwoza, Borno State (1993 – 1998)</p>
<b>Educational Qualifications Obtained:</b>	<p>Masters of Facilities Management Degree M. FM, Facilities Management (2013) Merit</p> <p>Bachelor of Engineering Degree B.Eng. (Hon) Mechanical Engineering. (2007). Second Class Upper Division</p>

## **Work Experience**

### **CBRE Excellerate (September, 2019 – Till Date)**

**Victoria Island, Lagos State.**

**Country Facilities Manager.**

#### **Main Responsibility:**

- To manage a different portfolio of buildings ranging from 5-floor corporate buildings, 19-floor high-rise building, warehouse, factory, terminals and Estates by optimizing the building's income stream, establishing and maintaining mutually beneficial relationships with tenants, users, control personnel, service contractors, repairs, revamps, tenant installations, inspections and general building administration.
- To contribute towards the development and training of staff within the company.
- Responsible for planning, organizing, and directing the activities of the building
- Drive increase in occupancy level of building
- Oversees service delivery to client, procures services, handles third party service contracts, and directs maintenance procedures.
- Ensures that all buildings, grounds, and equipment are well maintained and in optimal working condition.
- Implements departmental policies and procedures and ensures that all operations are in accordance with established health and safety regulations.
- Ensures that services purchased are of acceptable quality at the least possible cost.
- Assumes responsibility for the planning, development, and implementation of effective strategic management policies, procedures, and planning for the building.
- Assists Senior Management in developing short- and long-term goals and plans. Assists with long term budget projections.
- Ensures compliance with legal regulations. Completes regular OSH inspections and updates monthly reports as appropriate. Ensures that OSHA requirements are effectively implemented.

### **CBRE Excellerate JV (April, 2019 – September 2019)**

**Victoria Island, Lagos State.**

**Facilities Manager.**

#### **Responsibility:**

- To oversee activities of service- and maintenance contractors and staff, execution of building related activities as predetermined by the Regional Facilities Manager.
- Establish and maintain mutually beneficial relationships with tenants and service contractors; assist to co-ordinate repairs, revamps and tenant installations; carry out inspections and general building maintenance.
- Oversees service delivery to client, procures services, handles third party service contracts, and directs maintenance procedures.
- Ensures that all buildings, grounds, and equipment are well maintained and in optimal working condition.
- Implements departmental policies and procedures and ensures that all operations are in accordance with established health and safety regulations.
- Ensures that services purchased are of acceptable quality at the least possible cost.
- Keeps Senior Management well informed of area activities and significant problems.
- Trains, directs, and appraises assigned personnel

### **Broll Property Service Limited. (June, 2018 – April, 2019)**

**Marina, Lagos Island, Lagos State.**

**Property Center Manager (Onitsha Mall- Retail)**

#### **Achievement:**

- Optimize all trading activities in the mall by increasing the mall tenancy level from **27% to 69%** within a period of **6 month**.
- Tenant adherence level to lease agreement was established by proper notification of all lease conditions and communication.

- Stabilized portfolio financial performance by development target based and achievable budget.
- Optimize and increase recovery from tenants by developing mutual beneficiary relationship with the tenant and also by ensuring prompt delivery of services to tenant satisfaction.
- Reduced operational cost by introducing best practices and negotiation skill with vendors and service providers.
- Improved footfall by introducing activities that is geared towards entertainment, education and meets the needs of the everyday shopper and mall visitor.

**Broll Property Service Limited. (Sept, 2015 – June, 2018)**

**Marina, Lagos Island, Lagos State.**

**Facilities Operations Manager (Retail).**

**Responsibility:**

- Providing facility management services and advisory for the property.
- Delivering effective management maintenance department employees in order to maximize their potential and effectiveness
- Responsible for planning and managing of all utility services.
- Responsible for all preventive and predictive maintenance of all operational facility.
- Plan, Set and control the operational budget
- Manage contract negotiation and ensuring best practices.
- Updated the suppliers and contractor's database.
- Increased level of the maintenance of fixed assets
- Recommended the health and safety standard for employees and customers
- Facilitated project maintenance with particular reference to refurbishments and property upgrade.
- Upgraded the electrical, plumbing, heating and air-conditioning systems

**Fefferetti Property Limited. (Jan, 2015 – Sept, 2015)**

**Lekki, Lagos State.**

**Facilities/Property Management Consultant.**

**Achievement:**

- Introduced methods for effective power utilization and management across all property portfolio which give rise to **16% savings** in planned budget.
- Actualized management dream of having minimal maintenance force per portfolio.
- Prepared and drove strategic plan for valuation of portfolio.
- Ensured smooth commissioning and handover of all project.
- Introduced accountability for the proactive, preventive, emergency maintenance of the property within budget requirements and capital expenditure.
- Ensured that all project embarked upon are economically viable by ensuring proper project planning and execution.
- Introduce integrity and accountability into the process of land and property acquisition.
- Managed portfolio includes Federal University, Otuoke, Bayelsa; Former President Godluck Jonathan Residence, Otuoke, Bayelsa, Abuja; Fefferetti Mall, Lekki, Lagos.

**Mama Cass Restaurant Limited. (Mar, 2014 – Jan, 2015)**

**Ikeja, Lagos State.**

**Property/Facilities Manager.**

**Achievement:**

- Introduced accountability for the proactive, preventive, emergency maintenance of the restaurant within budget requirements and capital expenditure.
- Cut down diesel consumption rate by **27% in 3 months** but introducing international best practice.
- Executed the renovation project for new restaurants in Victoria Island and Abeokuta.
- Delivered effective management maintenance department employees in order to maximize their potential and effectiveness
- Responsible for all preventive and predictive maintenance of all operational vehicles.
- Set and control the budget
- Updated the suppliers and contractor's database.
- Increased level of the maintenance of fixed assets
- Recommended the health and safety standard for employees and customers

- Facilitated project maintenance with particular reference to refurbishments and property upgrade

**Savvy Capire Facility Limited. (Mar, 2013 – Mar, 2014)**

**Lagos Island, Lagos State.**

**Country Facilities Manager.**

**Responsibility:**

- Coordinating and supervising the activities of the operations department
- Prepare reports on production and machines conditions
- Supervised the general daily maintenance of company facilities/equipment.
- Developed the quarterly/weekly/daily routine checks of all company facilities /equipment
- Project management and supervising/coordinating of works by contractors
- Responsible for plant equipment, obsolescent planning and replacement are within budget.
- Comparing tenders from contractors to ensure maximum value for money
- Planning for future development in line with strategic business activities
- Checking that agreed works by staff or contractors are completed within duration and satisfactory.
- Supervising facility usage, operations and equipment maintenance
- Ensuring that facilities meet government regulations and environmental, health & safety standards
- Providing financial forecast/budgeting of facility works to Management on yearly basis.
- Managed portfolio includes Kropmann Communications (TFM), Diamond Bank (HVAC), Cellcite Telecoms Solution (Generator/Power), Horizon Office (TFM), Niger Insurance (PM/TFM); Chelsea Hotel and Suit (FM)

**KEJI MAINTENANCE. (Sept, 2010 – Mar, 2013)**

**Festac, Lagos State.**

**Facilities/Maintenance Officer.**

**Responsibility:**

- Ensuring smooth operation of specialized equipment
- Coordinating and supervising the activities of the maintenance unit
- Prepare reports on production and machines conditions
- Coordinate all installation, fabrication and technical processes.
- Assists in the implementation of work plans and to ensure that the approved requirements are carried.
- Develops and manages budgets in accordance with work scope and assignments.
- Assesses risk to accomplishing project objectives and addresses complex issues and problems and develops an approach to mitigate these risks.
- Maintains all records of contractor, vendor, consultant, and sub documentation in accordance with policy. Prepares status reports on all contractor services and maintains service and performance logs as required.
- Conducts benchmarking and best-practice studies.
- Manages the Facilities Help Desk.
- Manages and administers a client outreach program to support effective communication and interaction.
- Based on industry-specific knowledge and standards, and in collaboration with senior staff in the Division, make recommendations for Key Performance Indicators (KPI).
- Prepares annual preventative maintenance schedules to ensure all property systems and equipment are serviced that reflect and efficient and cost-effective approach to property and systems management.
- Performs other job-related duties as assigned.

**MTN COMMUNICATION NIGERIA LTD (Oct, 2008 – Sept, 2010)**

**Apapa, Lagos State.**

**Research Analyst/Technical Support Analyst**

**Achievement:**

- Developed a dashboard for the reporting of all compensation activities. The success of the worksheet has led to the reduction in the fraudulent compensation by **62.8%** and has saved the business revenue of **11.3% monthly**.
- Contributed toward the actualization of effective training and use of the Siebel CRM application
- Facilitated in the training of new and old frontline on effective customer service delivery and new product and services offered by MTN Nigeria. The success of the training shows **65%** gain in knowledge by each frontline.
- Designed and developed a dashboard for the calculation of the cooling load capacity for the Apapa Maritime house call center.
- Developed and document research work on technological advances, operating systems and provide education materials to aid frontline.
- Provided weekly and monthly report on the Tink-Tank Team (a research engine for the online customer assistance center) and compensation activities.
- Worked on stream-lining PPP's and aligning it to business strategy/ international best practice.
- Responsible for the creation, design, and concept development of the CR-Gist; a Quarterly Newsletter from the Customer Relations Division that covers news, articles and events in the Division.

**BRASS L.G. COUNCIL (NYSC SCHEME) (Sept, 2007 - Oct, 2008)**

**Brass Island, Bayelsa State.**

**Site/Maintenance Supervisor**

**Achievements:**

- Successfully executed the building project of the L.G guest house.
- Handled the renovation work of the Corpers Lodge
- Designed the block of classroom project for Brass Community Secondary School and Uncle Sammy Private School.
- Conducted the appraisal for rehabilitation of the Brass DPO Lodge.
- Created a facilities management plan for the local government council.

**Leadership & Project  
Management Trainings  
Attended:**

- \* Getting the Best out of People- **Phillips Consulting (Training)**
- \* Quality Assurance Management- **Phillips Consulting (Training)**
- \* Effective Presentation skills- **Phillips Consulting (Training)**
- \* Six Steps to Yellow (CRM)- **MTN HR Learning and Development Dept (Training)**
- \* Energy Efficiency in Buildings- **MTN HR Learning and Development Dept (Research)**
- \* Holiday Selling Season is Here! - **Intel (Training)**
- \* The Key to Performance- **Intel (Training)**
- \* Feel the Power- **Intel (Training)**
- \* Construction Management: Safety & Health- **LinkedIn Learning/PMI (Course)**
- \* Data Science: Basic Understanding- **LinkedIn Learning (Course)**
- \* Development Program Property Management- **CBRE-Cornerstone (Course)**

**Values:**

Creativity, Hard work, Integrity, Relationship, Leadership, and Character

**Hobbies / Interest:**

Loves to read, cook, write, listen to music, solving puzzles and doing photography.

**Referees:**

Available on request.