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| **Benjamin** ***Facilities Supervisor-Building / Admin / Customer Service*** |  |

**Profile Synopsis **

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Competent, Dynamic and Service-oriented professional equipped with 7+ years experience record of delivering key significant contributions towards companies’ continued business growth. Demonstrated robust competency in handling a wide range of duties in domains of Housekeeping Team Leader, Office Administration, General Accounting, Clerical duties, and Customer Service; Capabilities to multitask, prioritize job responsibilities, perform well under pressure, and maintain strict confidentiality of company records, coordinate with third parties and surpass performance parameters. Possess enthusiasm, tenacity and initiative in achieving performance goals with admirable qualifications, excellent communication skills; planning, coordination, time management, problem-solving and ability to adapt manage in a high pressured environment. Seek a solid career foundation within a forward-thinking organization which offers challenging and broad training to use and develops skills.

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| **Strengths & Skills** |
| * Accomplished MBA with 7+ years experience
* Excellent Communication skills (Verbal & Written)
* Strong Organization/Analytical & Problem-solving skills
* Physically Fit and Ability to work under pressure
* Exquisite Team Spirit and Leadership Capabilities
 | * Competencies in Supervising Cleaning Facilities
* Capabilities to Multi-task and meet tight deadlines
* Excellent Planning, Organizing and Time management
* Possess Integrity, Creativity, Honesty & Teamwork
* Goal oriented – Dynamic – Vibrant Personality
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| **Educational Qualification** |

**Master’s Degree in Business Administration – Adekunle Ajasin University, Nigeria 2010**

**Agriculture Economics and Extension – Ladoke Akintola University of Technology, Nigeria 2005**

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| **Career Snapshot**  |

**Housekeeping Team Leader – Dubai Aug 2019 – Present**

**Administrative Officer – Royal Exchange Prudential Life Plc. Akure, Nigeria 2015 – 2019**

**Head of Accounts and Administration – Wema Bank PLC, Nigeria 2007 – 2013**

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| **Core Competency**  |

**Cleaning Supervisor (Building)**

* Supervise the cleaning team in performing cleaning duties and associated tasks. Ensure all assigned duties are carried out, and that resources are efficiently utilized. Ensure that all staff wears all appropriate PPE.
* Monitor the cleaning service staff, including the allocation of workloads, monitoring progress and performance, determining work priorities, paying particular attention to productivity and quality control through regular site visits.
* Assign duties, inspect work, and investigate complaints regarding housekeeping service and equipment and take corrective action. Maintain cleaning staff attendance logs and timesheets for submission to the Finance Officer.
* Purchase housekeeping supplies and equipment, take periodic inventories, screen applicants, train new employees, and recommend dismissals. Monitor and assist in planning for holiday work requirements (bi/annual cleaning work).
* Arrange/carry out the induction and on the job training of area caretaking and cleaning staff in accordance with relevant health and safety practices. Actively promote Health and Safety, and report any breach directly to the Manager.
* Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
* Provide information on a daily, monthly, and annual basis, including schedules, consumable issues, and usage, etc.
* Prepare overtime rosters for approval by the Manager. Work with members of other teams as required.
* Check all equipment that requires replacement items as needed. Report faulty equipment to the Manager within 12 hours of breakdown. Monitor standards and compliance of work performed by outsourced contractors.
* Ensure housekeeping standards are met and maintained in all facilities and report shortcomings/faults to the Manager.

**General Administration**

* Provide administrative support to departmental personnel including answering telephones, maintaining conference room schedules, coordinating meetings, and managing consequences.
* Perform office functions such as setting up and maintaining files, interviewing callers and making proper referrals, arranging meetings and conferences, and receiving, referring, or answering mail.
* Review drafts and finished documents for appropriate grammatical usage, answers questions relating to office operations and established policies and procedures. Gathers, compiles, and reports on information relevant to supervisor's assignment.
* Provide necessary arrangements for meetings including conference room scheduling, travel assistance, technical, support and catering arrangements.
* Organize presentation materials to ensure that presentation technology and corporate standard upgrades are met.
* Administer copying, typing, sending/receiving and distribution emails, sort, distribute and respond to mail, send certified mail, screen calls, greet visitors, answer phones, set up and maintain file system, inter-office mail, overnight mail, frequently check outbox and process work, etc.
* Assist in Supervising Staff, including determining workloads and schedules, evaluating staff performance, providing training and hiring, promotion and disciplinary recommendations.

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| **Proven Job Role**  |

**Housekeeping Team Leader – Dubai**

* Reported all maintenance deficiencies in the building and corridors via work orders ensuring that a Log is created for each floor. Assigned responsibilities to subordinates and check their work performance.
* Completed required administrative functions for the start of the day, scheduling, office tasks, work distribution and the end of the day.
* Worked in the housekeeping department as required and supervise all the Housekeeping coordinator’s functions and tasks. Maintained high standards of personal appearance and hygiene at all times.
* Ensured the irreproachable behavior and presentation of all personnel under his/her responsibility.
* Followed up any training courses underway and all ongoing administrative issues (eg. presence sheets lost property, management of master keys, etc).
* Maintained resident rights and maintain the confidentiality of information. Practices safety, infection control, and standard precautions. Ensure the smooth operation and efficiency of the assigned areas.
* Attended meetings, training sessions, and in-services.

**Head of Accounts and Administration – Wema Bank PLC, Nigeria**

* Managed all kinds of administrative and clerical work efficiently, highly skilled in preparing correspondence including statements, forms, reports, presentations, applications and other documents.
* Acted as a point of contact on all administration matters, deal tactfully with all people.
* Processed vendor and supplier invoices in a timely manner, verifying the accuracy, approvals, and account coding in accordance with company policy. Prepare and maintain pre-authorize payments monthly or as required.
* Created and posts journal entries. Generates and reviews financial packages for accuracy and comprehensive reporting.
* Applied cash and accrual accounting principles to prepare, analyze, maintain and deliver complete and accurate financial reports for a moderately complex portfolio of clients.

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| **I.T Proficiency**  |

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* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).

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| **Personal Details**  |

Nationality : Nigeria

Date of Birth : 25th June 1980

Marital Status : Married

Visa Status : Employment Visa

Languages : English

Reference : Available upon request

Personal Contact : Benjamin-4673@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

 Email: feedback@gulfjobseeker.com