

ENOCH OLUSAYO MATTHEW

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EXECUTIVE PROFILE

A results-oriented Facility Manager and Administrative Professional with extensive experience in operational oversight, executive assistance, and high-level protocol. Proven expertise in managing property portfolios, streamlining administrative workflows, and providing strategic support to top-tier leadership. Dedicated to maintaining organizational excellence through meticulous coordination and strict compliance standards.

PROFESSIONAL EXPERIENCE

Facility Manager

2024 – Present

Dammy K Properties, Lagos

- Oversee comprehensive facility operations and maintenance for high-value property portfolios.
- Direct structural upgrades and implement rigorous preventative maintenance programs.
- Maintain full compliance with health, safety, and environmental (HSE) regulations.
- Mentor and supervise facility staff to ensure superior service delivery.

Personal Assistant to Chief Kola Jamodu CFR

2021 – 2022

Private Office

- Coordinated complex professional schedules and managed high-priority executive communications.
- Managed international travel logistics, including visa processing and detailed travel itineraries.
- Produced strategic reports, briefing documents, and official correspondence.
- Upheld absolute confidentiality and professional discretion in all executive matters.

Protocol Assistant

2017 – 2018

Nigerian Breweries PLC HQ

- Orchestrated corporate events and managed VIP hospitality and reception logistics.
- Liaised with international stakeholders to ensure seamless airport-to-office transitions.
- Ensured strict adherence to corporate protocol and etiquette standards.

Academic Teacher (NYSC)

2013 – 2014

- Facilitated academic programs and engaged in community development service projects.

Admin Officer

2010 – 2011

Yagba West Local Government Secretariat, Kogi State

- Administered support to management and coordinated high-profile sports and official meetings.
- Managed sensitive records and optimized data archiving systems.
- Supported procurement cycles and budget tracking for operational supplies.

PROFESSIONAL COMPETENCIES

Management: Facility Oversight, Safety Compliance, HSE, Procurement.

Administration: Executive Support, Travel Logistics, Records Management.

Technical: MS Office (Word, Excel, PowerPoint, Outlook).

Interpersonal: Protocol, Etiquette, VIP Hospitality, Confidentiality.

EDUCATIONAL QUALIFICATIONS

HND in Business Administration Kogi State Polytechnic, Lokoja	2010 – 2012
OND in Business Administration Kogi State Polytechnic, Lokoja	2007 – 2009
Secondary School Certificate Okutadudu High School, Odo-Ere	Completed

REFERENCES

Professional references are available upon formal request.