

Idris Abubakare

Iyana Isashi, Ojo Lagos State, Nigeria | Idrisadekunle25@gmail.com | +2347049736792, +2349076399613 |
LinkedIn: <https://www.linkedin.com/in/idris-abubakare-830208182>

Profile

Administrative Officer with experience in office administration, facility coordination. Skilled in record management, scheduling, facility maintenance coordination, site operations, and project support. Strong organizational, communication, and problem-solving skills.

Professional Experience

Assistant Administration Officer, Dangote Granite Mines, Ijebu-Igbo

May 2022 – August 2025

- Streamlined daily office operations, supporting a team of staff and reducing Administrative bottlenecks by 20%.
- Prepared and reviewed 20+ official documents weekly, ensuring 100% accuracy and timely delivery.
- Monitored inventory of office supplies for 5 departments, maintaining 100% stock accuracy and reducing shortages by 15%.
- Processed purchase orders and tracked stock usage, lowering overstock costs by 10% annually.
- Supported HR with employee on boarding and compliance paperwork, ensuring 100% adherence to regulatory requirements.
- Maintained accurate personnel records for 20+ employees, improving document retrieval efficiency by 40%.
- Maintained accurate, organized, and secure records of office activities, transactions, and communications.
- Managed 50+ incoming and outgoing calls, emails, and general inquiries.
- Processed invoices, receipts, and petty cash transactions.
- Monitored staff attendance, leave records, and performance-related data.
- Prepared preliminary payroll data for review by HR or Accounts.
- Coordinated maintenance and repairs of office equipment and facilities.
- Managed electronic and physical filing systems to ensure easy retrieval.

Facility Coordinator, Dangote Granite Mines Ijebu-Igbo

Sept 2017 – April 2022

- Supervised preventive and corrective maintenance for HVAC, electrical, plumbing, and elevators, reducing system downtime by 25%.
- Scheduled and performed regular maintenance on 100+ equipment units, minimizing unplanned downtime by 30%.
- Developed a preventive maintenance calendar that improved equipment reliability and extended lifecycle by 15%.

- Prioritized and resolved maintenance issues, reducing average response time from 3 days to 1 day.
- Maintained full compliance with OSHA, ADA, and local building codes.
- Coordinated 10+ contractors for repairs, cleaning services, and renovation projects.
- Introduced energy-saving practices and monitor utility consumption.
- Supervised 15 facility staff, including cleaners, security personnel, and technicians.
- Maintained accurate facility records, logs, and operational reports.
- Maintained an up-to-date inventory of facility assets.

Education

Lagos State University (Ojo), Lagos

Bachelor of Science in Economics, Sept 2016 – Sept 2021

Skills

Summary of skills: Time Management, Multitasking, Prioritizing, Attention to Detail, Problem Solving, Discretion and Confidentiality, Team Collaboration, Adaptability, Proactive Thinking, Conflict Resolution, Cross Functional , AutoCAD, Excel , Word , PowerPoint, Equipment Maintenance Tracking, Fire Safety Systems Management Space Planning and Utilization, Security System and Access Control, Cross Functional.

Reference

Available Upon Request