

OGUNKOYA OLORUNSOGO O.

FACILITY MANAGER | COMMERCIAL & RESIDENTIAL PROPERTY OPERATIONS

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PROFESSIONAL PROFILE

Facility Management professional with 6+ years of experience supporting commercial and residential properties, including warehouses, office buildings, staff accommodation and residential units. Experienced in preventive and corrective maintenance coordination, asset registers, maintenance request tracking, generator operations and fuel monitoring, utility records, contractor coordination, safety compliance and management reporting. Currently managing facility operations at Auldon Toys, supporting a multi-floor retail environment with an elevator, generators and a structured digital facility management system.

CORE SKILLS

- Facility Operations Management
- Asset Register & Asset Tracking
- Generator Operations & Fuel Monitoring
- Vendor & Contractor Coordination
- Workplace Safety & Compliance
- Maintenance Planning & Budget Support
- Preventive & Corrective Maintenance
- Maintenance Request Tracking & Prioritisation
- Utility Monitoring & Cost Records
- Property Inspections & Condition Monitoring
- Team Supervision & Stakeholder Communication
- Google Sheets, Docs, Drive & Microsoft Office

PROFESSIONAL EXPERIENCE

Facility Manager | Auldon Toys • October 2026 – Present

- Manage day-to-day facility operations for a multi-floor children's toy retail store, including building systems, an elevator and two generators.
- Develop and maintain a digital facility management system covering asset records, preventive maintenance schedules, repair requests, utility readings, generator run-hours and fuel purchases.
- Coordinate planned maintenance and repair follow-up, helping improve visibility of outstanding tasks, asset condition and maintenance priorities.
- Track generator servicing by operating hours and maintain fuel purchase and operating records to support maintenance planning and expenditure monitoring.
- Prepare facility management dashboards and weekly, monthly and quarterly reporting records to support management oversight.

Freelance Real Estate & Operations Consultant | Self-Employed • December 2025 – Present

- Provide operational support and client management services for real estate professionals.
- Coordinate lead follow-up systems and property marketing support using WhatsApp communication workflows.
- Manage digital lead-generation systems and client onboarding processes.

Administrative / Facility Manager | Alerzo Limited • March 2021 – December 2025

- Oversaw facility operations across 6 warehouses, 1 office building and 1 staff guest house, supervising 6 junior facility staff.
- Built a daily maintenance tracking and documentation system, reducing untracked repairs and supporting maintenance cost control.
- Developed an hourly-based generator service and maintenance schedule to support predictive maintenance and reduce breakdowns and emergency repairs.
- Tagged and catalogued facility assets across sites, improving asset visibility and reducing unnecessary repurchasing and unaccounted expenses.
- Introduced a structured repair-request prioritisation process, reducing average response time by an estimated 30–40% and helping address recurring breakdowns.
- Supported safety compliance, security coordination, budgeting and maintenance planning across the site portfolio.

Real Estate Agent / Facility Manager | Wura Bankole & Co. • April 2019 – February 2021

- Managed facility operations for 4 residential properties, including inspections, maintenance coordination and contractor supervision.
- Maintained clear communication with property owners and tenants and served as a primary contact for maintenance requests.
- Conducted property inspections, market research and client support activities; maintained confidential client records and property schedules.

Administrative Officer / Facility Manager | Oluseyi Printing Press Ltd. • February 2017 – February 2018

- Coordinated office maintenance and monitored workplace facilities.
- Managed furniture installations, workspace setup and maintenance supervision.
- Monitored office equipment and building systems to support day-to-day operational functionality.

EDUCATION

Bachelor of Technology (B.Tech), Urban and Regional Planning — Ladoke Akintola University of Technology, Ogbomosho

CERTIFICATIONS

- Facility Management and Maintenance Masterclass — Movalue School of Professional Development, in collaboration with the International Association of Project Managers Nigeria Network (October 2026)
- CARE Certificate (Standards 1–15) (2023)
- National Youth Service Corps (NYSC) Certificate (2019)

TECHNICAL SKILLS & TOOLS

Google Workspace (Sheets, Docs and Drive) • Microsoft Office • Digital tracking and reporting systems

PERSONAL ATTRIBUTES

Excellent communication and stakeholder coordination • Analytical and organised, with attention to detail • Able to work independently and collaboratively • Strong multitasking and prioritisation