

# OLADIPO SUNKANMI JAMES

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## PROFESSIONAL SUMMARY

I am an experienced and Versatile professional with strong background in Operation Management, Logistics Management, Facility Management, Financial Advisory, Personal Executive, OpBuilding Control Agent, and Executive Assistance. I have proven ability to coordinate operations, manage facilities and resources, support financial planning, handle administrative responsibilities, and assist senior management effectively. I am highly organized, reliable, result-driven, and skilled in problem-solving, communication, coordination, and team management.

## PROFESSIONAL EXPERIENCE

JORLAHTECH VENTURE LIMITED: Facility Manager (2023 – Present)

- Manage end-to-end facility operations, ensuring uninterrupted availability of building services, utilities, and workspaces.
- Plan and execute preventive and corrective maintenance schedules.
- Supervise vendors and service providers.
- Track facility expenses and support budget preparation.
- Enforce health and safety compliance.
- Prepare maintenance and operational reports.

LOGIQX NEURAL LTD: Operation and Logistics Manager (2021 – 2023)

- Coordinated logistics and support operations to ensure smooth day-to-day facility and business activities.
- Managed warehousing and storage areas, ensuring proper space utilization, safety, and orderliness.
- Planned transportation and delivery schedules to support operational and facility requirements.
- Supervised vendors and service providers, ensuring timely service delivery and compliance with agreed terms.
- Monitored logistics and operational costs, implementing efficiency and cost-control measures.
- Supported asset movement, inventory control, and operational reporting for management use.

#### **MENTRO SHELTER REALTY – Personal Executive & Logistics Manager (2018 – 2020)**

- Planned and coordinated daily logistics and transportation activities to support ongoing projects.
- Supervised warehouse operations, including receipt, storage, and issuance of materials.
- Monitored inventory levels and carried out regular stock checks to prevent shortages and losses.
- Worked closely with suppliers and site teams to ensure timely delivery of materials and equipment.
- Handled logistics documentation and resolved delivery or supply issues as they arose.
- Ensured all logistics activities were carried out in line with company procedures and safety standards.

#### **LEADWAY ASSURANCE: Financial Advisor (2019 – Till Date)**

- Provided financial planning and advisory services.
- Identify, prospect, and develop new business opportunities with potential clients, and workspaces.
- Build and maintain strong relationships with existing clients to ensure customer satisfaction and retention.
- Collaborate with the sales team to achieve collective sales goals and share best practices.
- Conduct market research to understand industry trends and customer needs
- Negotiate and close sales deals while providing transparent and accurate information to clients.
- Prepare and deliver product presentations and proposals to potential clients.

#### **APAPA LOCAL GOVERNMENT – Building Control Agent (2014 – 2015)**

- Inspected building projects and ensured regulatory compliance.
- Reviewing inspection and certification of various stages of buildings construction
- Verification of your general contractor All Risk and building insurance policy.

- issuance of certificate of completion of building construction and fitness for habitation.
- Identification and removal of distressed and non-conforming buildings.
- Provision of building services such as material evaluation and testing, fire and health control.

**MINISTRY OF JUSTICE- Role: Human Resources Assistant**

**[Aug 2012 – Nov 2013]**

**Marina, Lagos island, Lagos State Nigeria**

- Providing clerical support to all employees.
- Providing Recruitment and record maintenance for payroll processing.
- Always keeping records of staff and their payroll
- Perform error fixing processing and distributing checks.
- Perform periodic audits of human resources files.

#### **KEY SKILLS & COMPETENCIES**

- Facility and Building Operations
- Preventive & Corrective Maintenance
- Vendor and Contractor Supervision
- Logistics Supervision
- Health, Safety & Compliance Monitoring
- Asset and Logistics Coordination
- Budgeting and Cost Control
- Administrative & Operational Support
- Team Coordination and Reporting

#### **EDUCATION**

HND Urban & Regional Planning – Federal Polytechnic Ilaro (2016 – 2018)

OND Urban & Regional Planning – Federal Polytechnic Offa (2012 – 2014)

Diploma Computer Data Processing – Lagos Island East (2009 – 2012)

NYSC (2018 – 2019)

**REFEREE:** Available on Request