

# OKONJI ONYEKA KELVIN

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## PERSONAL DETAILS

Sex:	Male	Status:	Married
State of Origin:	Delta State		
Nationality:	Nigerian		

## ACADEMIC PROFILE

University of Lagos, Akoka, Lagos.	M.Sc Estate Management	2013
University of Lagos, Akoka, Lagos.	B.Sc Hons Estate Management (2:1)	2009
Mafoluku Grammar School, Mafoluku, Oshodi	National Examination council (NECO)	2002
Rising Sun Children School, Mafoluku, Oshodi	First School leaving certificate	1996

## WORK EXPERIENCE

### A. HARVESTRS INT'L CHRISTIAN CENTRE (November 2020 till date)

• **Job Title: Facility Manager:**

- Adopted Budgeting and Cost control measures in facility operations which led to the saving of \$18,000.
- Implemented Threat and Access Control measures to protect the facilities, employees and assets that reduced the incidence of theft from 8 year on year to zero theft incidences per year.
- Ensured quality standards stipulated by the DPR are adhered to in the supply of diesel by the vendors and cost cutting measures in payments by #65million annually.
- Optimized the use of the available office space accommodating both the present and the changing needs of the organization.
- Inventory, asset and fleet management.
- Project managed the construction of a 2,500-seater auditorium and a multi-level containerized office structure.
- Implementation of preventive maintenance schedule for HVAC, Generators, Media Equipment which led to an increase in operational efficiency of the equipment from 65% to 95%.
- Coordinate and oversee the facility team to ensure lowered mean response times to jobs and cut down on reactive maintenance.
- Performance appraisal of vendors that adhere to Service Level Agreements (SLA), quality of service and regulatory standards.
- Revenue generation by way of leasing halls for events, programmes and conferences.
- Maintain accurate records and documentation related to facility operations, maintenance, and expenses.

### B. GLOBACOM NIGERIA (July 2016 - March 2019)

• **Job Title: Passive Infrastructure/Facilities Manager:**

- 100% power uptime for the Offices, MSC, BSC and Backbone sites.
- Implementation of preventive maintenance schedule of power equipment and cooling systems by the Electro-Mechanical Vendors to guarantee the optimal performance of the equipment.
- Issued technical clearance on maintenance and uptime of power and cooling equipment, and accounting of fueling done by the Electro-Mechanical Vendors.
- Ensured quality standards stipulated by the DPR are adhered to in the supply of diesel by the vendors and cost cutting measures in payments by \$25,000 bi-annually.
- Performance appraisal of vendors that adhere to Service Level Agreements (SLA), quality of service and regulatory standards.

- Coordinate and schedule facility inspections in line with best practice to ensure optimal performance of equipment within the facility.
- Timely update of weekly reports.

#### **2014 - 2016**

- **Job title: Roll Out Acquisitions Manager:**

- Identify, evaluate and select prospective sites and candidates.
- Negotiated terms with prospective clients are in line with the organization's policy and legal framework
- Prepared rent payments in acquiring BTS cell site as well as execute lease agreement with property owners.
- Negotiation and settlement of local government and community fees/demands.
- Provide support to the site engineers in supervising site build processes.
- Point of contact to landlord in managing relationships and conflict resolution.
- Mobilized and manage manpower for construction and installation of infrastructure work.
- Deployed procured and warehoused machinery and equipment to construction site.
- Prepare weekly report on site implementation status and proper site documentation control for project roll-out activities.

#### **2013 - 2014**

- **Job Title: Assistant Manager, Project Network Roll-out:**

- Supervised and managed cell sites from preliminary network design to final site acceptance.
- Ensured that contractors adhere to Service Level Agreements (SLA) and regulatory standards
- Coordinated and scheduled all site work activities by liaising with contractors to ensure timely completion of projects.
- Community relations and dispute resolution.
- Present feedback and weekly reports to the management.

#### **2012 - 2013**

- **Job Title: Special Rollout Team, Project Network Roll-out**

- Site acquisitions in conjunction with sales department to improve both network quality and generate revenue.
- Liaised with planning unit, sales department and vendors to determine areas requiring coverage.
- Implemented preliminary network design with the vendor by carrying out survey in order to identify prospective candidates.
- Negotiated with prospective property owners based on Location, Accessibility, and Price.
- Legal validation with legal unit so as to authenticate the title documents of the prospective property owners.

#### **C. DISTANCE LEARNING INSTITUTE (DLI) UNIVERSITY OF LAGOS (AUGUST 2011 - DECEMBER 2011)**

##### **Ad-hoc Management Staff**

- Timely allocation of accommodation to DLI Students,
- Draw out programme of work for landscaping and janitorial services in the hostels,
- Organization of staff training programs,
- Present feedback and Weekly report to the management.

#### **D. 2010 - 2011 NATIONAL YOUTH SERVICE CORPS (NYSC)**

##### **Nigerian Christian Corpers Fellowship, Maiduguri**

##### **Sub-zonal Coordinator.**

##### **Junior Day Secondary School, Chibok.**

##### **Mathematics Teacher.**

**E. ORA EGBUNIKE & ASSOCIATES, TAFAWA BALEWA SQUARE, LAGOS ISLAND, (JUNE 2008 - DECEMBER 2008)**

- **Department:** Property Management.
- **Job Title:** Intern
- **Job Description:** Property Management, Valuation, Agency, Facilities Management, Plant and Machinery Valuation.

## **TRAINING**

- Leadership Development Training 2021
- Health Safety and Environment Summit 2019
- Facilities Management Training 2016

## **REFERENCES**

**Associate Professor. Austin Otegbulu**  
Department of Estate Management  
University of Lagos,  
Akoka.  
08033275721.

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