

PRINCESS ESANYE ONUWAJE

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PROFILE AND CAREER OBJECTIVE

A confident, hardworking and result oriented individual with wealth of experience especially in the area of procurement and facility management. I endeavor to exceed expectations, meet tight deadlines without compromising quality. I am capable of working independently and in a team in order to continually enhance a company's performance and contribute to their continued success.

ACADEMIC QUALIFICATION

2010-2014 **Covenant University, Nigeria.**
B.A English.

WORK EXPERIENCE

January 2021 – Present **CBRE Excellerate.** (CBRE is an American commercial real estate services and investment firm. It is the largest commercial real estate service and investment firm in the world CBRE offers a range of integrated services, including facilities, transaction and project management; property management; investment management; appraisal and valuation; property leasing; strategic consulting; property sales; mortgage services and development services).

Position: In-country HR-Manager

- I monitor various aspects of an employee's performance, such as sick leave and attendance.
- I periodically review HMO subscription and handle matters related to HMO promptly.
- I partner with senior operational staff including the HR director to establish and roll out people related strategy.
- I administer employee-related paperwork, such as employment contracts, new starter packs or formal notices of termination.
- I handle highly confidential information in an honest and trustworthy way.

June 2019 – January 2021

Position: Facility Manager c/o Mastercard

- I supervised the general upkeep and maintenance of the building and ensured they meet health and safety requirements.
- I procured items needed by the company by maintaining strict budget allowance which earned the company savings.
- I ensured the office met with the government and global covid-19 guideline for office resumption.
- I identified potential suppliers based on project requirements.
- I created plans for replacement and repairs and followed up with vendors.
- I engaged in review of vendors, tenders and proposals.
- I ensured all request by the client are in line with the service level agreement (SLA).
- I ensured vendor proposals/tenders where in line with approved budget and further negotiated, pricing and fees dropped by 30% while ensuring the continuation and enhancement of services.
- I maintained ongoing communication with contractors, clients and teams.
- I ensured at the end of each financial year, clients achieved certain percentage of savings in line with the yearly forecast.

January 2016-August 2017 Pro Space Solutions Estate Limited. (A leading firm that offers commercial serviced and furnished office space, office relocation, refurbishment and fit-out, virtual office and meeting rooms, office furniture sales and installation, facilities and building maintenance management).

Position: Front desk/Administrative Officer

- I sign, sort and distributed incoming posts as wells as sending out posts.
- I directed, coordinated and planned essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling.
- I ensured the building met health and safety requirements and that facilities comply with legislation.
- I responded appropriately to emergencies or urgent issues as they arise and dealt with the consequences.
- I ensured that agreed work by staff or contractors were completed satisfactorily and followed up on deficiencies.
- I ensured efficient cost comparison for required goods or services to achieve maximum value for money.
- I prepared and raised invoices for payment.

September 2014-July 2015 Pinnacle Peak Event. (An organization that specializes in corporate and social events. They also offer event decoration as well as reliable and classy rental services to its clients.

Position: Administrative Officer

- I directed visitors by maintaining employee and department directories and gave instructions.
- I screened telephone calls, enquiries and request and handling them however deemed appropriate.
- I maintained continuity among work teams by documenting and communicating actions, irregularities and continuing needs.
- I created and modified documents using Microsoft Office Suite.
- I constantly liaise with clients, suppliers and other staff.
- I raised invoices and vouchers.
- I collect all mails and parcels addressed to the MD.
- I worked in coordination with the administrative and HR teams.
- I coordinated incoming and outgoing posts.

September 2013-June 2014 Allied Model Construction Limited. (A firm that offers road and building construction services including civil, mechanical and electrical services).

Position: Construction Manager's Assistant

- I ensured proper documentation of construction materials.
- I ensured workers' wages were paid in time and well documented.
- I ensure quality control as directed by the resident engineer.
- I assisted the construction manager in planning and executing construction and renovation projects.
- I planned and coordinated construction activities on a daily basis.
- I established budget and schedule for construction project.
- I responded to customer inquiries and concerns promptly.
- I monitored and controlled reduction expenses within the established budget.

PROFESSIONAL CERTIFICATIONS

*Certificate Course-Human Resource Management

*Diploma Facility Management

BUSINESS COMPETENCIES

Microsoft Office tools (Word, Excel, Powerpoint), good written and verbal communication skills, Time management skills, Vendor argereement negotiation skills, People management.

HOBBIES

Reading, writing, travelling, music, networking