**AYOMIPOSI FRANCISCA AKINYELE**

20, Ojojo Road, Akinjagunla, Ondo,Ondo State, Nigeria.

**Phone:** +2348034155114

**Email:** [kayomiposifrancisca@gmail.com](mailto:kayomiposifrancisca@gmail.com)

**PROFESSIONAL SUMMARY**

Seeking a challenging position as a civil engineer where i can use my planning, knowledge and overseeing skills in construction and help grow the company to achieve its goal.

**SKILLS**

* Excellent Mathematical skills High level of professionalism
* Active listener Team player
* Confidence to thrive under pressure Eye for detail
* Detailed oriented Problem solving
* Working knowledge of Microsoft  Office
* Ability to communicate both in written and verbal form

**EDUCATION**

**2010-2014 FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE**

Post–Graduate Diploma (PGD)

Civil Engineering

**2005-2007 YABA COLLEGE OF TECHNOLOGY, YABA, LAGOS**

Higher National Diploma (HND)

Civil Engineering

**2002-2004** **ONDO STATE POLYTECHNIC, OWO**

**(RUFUS GIWA)**

                       National Diploma (ND)

Civil Engineering

**1995-2001 ADEYEMI COLLEGE OF EDUCATION,**

**DEMONSTRATION SECONDARY SCHOOL, ONDO**

Senior Secondary School Certificate Examination

**WORK EXPERIENCE**

**University of Medical Sciences                  Feb.2020-Current**

**(UNIMED)**

Engineer ll (Civil Engineer)

**RESPONSIBILITIES**

* Assist in planning, coordinating and executing engineering projects.
* Work with management to develop project budget
* Work in compliance with standard operating procedures and company policies.
* Ensure that work areas are maintained clean, safe and organized.
* Execute daily workload assigned by Project Manager in a timely fashion.
* Analyze potential problems and suggest corrective actions.
* Manage repair and maintenance requests promptly.
* Provide assistance to other Engineers when needed.
* Ensure that engineering equipment and tools are properly cleaned, stored and maintained in good conditions.
* Handle engineering equipment safely and effectively to avoid accidents.

**Owena Press Limited   Aug.2010-Aug.2016**

**(Publisher of Hope Newspaper)**

Maintenance Officer

**ACHIEVEMENTS**

* Facilitated and scheduled repairs that require third party vendors
* Used industrial cleaning agents and equipment following appropriate safety procedures.
* Completed daily, weekly and monthly checklists on building equipment maintenance procedures.
* Performed preventative maintenance check on all equipment prior to use and reported machine malfunction promptly to management
* Units were maintained by proper painting, plumbing and electrical maintenance.
* Frequently gave directions and assisted individuals in the company.
* Performed periodic checks of assigned areas in order to maintain a clean environment.
* Compose and facilitate a streamline schedule of duties to provide more efficient working habits and performance.

**DUTIES AND RESPONSIBILITIES**

* Plan, organize and supervise maintenance and repairs performed by building staff
* Prepared daily, weekly and monthly work schedules
* Administer the work order system for buildings
* Ensure work orders are completed on schedule
* Inspects facilities and work areas to eliminate deficiencies

* Keep the management informed at all times.
* Perform all job tasks within the guidelines of the company’s safety program.
* Work as a team player with co-workers and in conjunction with other departments.
* Keep records of building inspections and  repairs
* Perform other work as assigned by the company.

**NATIONAL YOUTH SERVICE CORPS**

**2008-2009**                **NYSC** (Premium College, Ikot Ekpene, Akwa Ibom)

**HOBBIES**

Traveling, Reading, Dancing, Making friends, Cooking

**LANGUAGE**

Yoruba, English