



# Akinwale Ogunyomi

Seasoned professional with over 10 years' experience in multiple fields including Administration, Labour, Facility Management, Project Management and Supervisory Management. I am a Certified Associate in Project Management(CAPM) practitioner and Lean Six Sigma holder. I am also proficient in Jira, Microsoft Office and Asana.

## Contact

### Phone

+971-564-958-278

+971-503-850-311

### Email

seyi984@yahoo.ca

### Address

716, Airport Road, Abu Dhabi  
City

## Education

2023

**Diploma in Project  
Management**  
ALISON

2018

**Operations Management**

Online Academies

## Expertise

- Certified Associate in Project Management (CAPM)
- Lean Six Sigma
- Jira
- Asana

## Language

English

## Experience

### 2019 - 2022

Al Sadeem Sports Undertaking, Abu Dhabi

#### Assistant Facility Supervisor

- Coordinated with external contractors for specific repair tasks
- Supervised maintenance technicians and scheduled work assignments
- Performed preventative maintenance on equipment and ensured compliance with safety standards
- Maintained inventory of supplies and equipment needed for maintenance tasks

### 2014 - 2018

Smart Care Cleaning Services, Abu Dhabi

#### Cleaning Specialist

- Collaborated with clients to understand specific cleaning needs and preferences, tailoring services to meet individual requirements and exceed expectations.
- Managed inventory of cleaning supplies, tracking usage and replenishing stock to ensure continuous availability.
- Conducted regular inspections of completed work to maintain consistent quality and address any areas requiring additional attention.

### 2010 - 2013

AG Leventis Nigeria Plc (Lagos)

#### Administrative Assistant

- Managed calendaring, scheduling appointments and coordinating meetings for executives.
- Handled phone calls and email correspondence with clients and vendors.
- Managed file and document organization and maintained accurate data entry