



CONTACT



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No. 25A Wazobia Drive, Zone 5,
Dutse Bupma, Dutse, Abuja.

CORE SKILLS

National Community Experience
Professionalism & Innovation
Team Collaboration/Team Lead
Inventory Skills
Urban Planning & Development
Rate/Price Negotiation
Process/Procedure Development
MS Office Suites Proficient
Safe Systems/Inspections
Budgeting & Scheduling
Quality Control/Assurance
Standards
Residential/Commercial
Construction
Employee Supervision/Regulator
Compliance
Vendor Sourcing/Management
Cost Productivity/Containment
Timely Delivery/Project
Management

AYOTOMIWA ADE-OLUTAYO

ADROIT PROJECT MANAGER

PROFILE SUMMARY

A graduate of Urban and Regional Planning, highly knowledgeable and skilled in applying urban and regional planning with effective strategies; Proactive and astute with a Higher National Diploma, and a National Diploma qualifications, amassing experiences as a project, facilities, inventory manager, and quality control officer through the broad and in-depth lens of a Project Supervisor in the construction sector. Result-oriented, delivering top-notch client-centered services professionally in adherence to industry-standard policies and ethics; Adept collaborator, successfully incorporating MS Office proficiency, exceptional communication, organizational, and interpersonal skills, proven track record of working independently and in multi-disciplinary teams across board to optimize project processes from inception to execution. Actively seeking opportunities in Construction, Estate, Administration, etc.; Recognized for excellent service delivery, identifying best practices to support stakeholders, clients, teams, etc. to foster an equitable outcome which aligns with projected trends and best ROI.

HIGHLIGHTS OF QUALIFICATION

- ❖ Executed role as a Project Supervisor in 2+ states in Nigeria, collaborating with colleagues in multi-industries in Nigeria, especially in construction sector, ensuring outstanding project delivery
- ❖ Gained experience in leading strategic planning, results-based management, and innovative urban and regional planning
- ❖ Ability to swiftly adapt in any work environments to enthusiastically utilize versatile skillset including inventory, quality control, etc.
- ❖ Optimize creative project supervisory skills to monitor workers in proper utilization and navigation of work resources, simplifying the complexity of reports to an insightful format, and providing support for workers and management
- ❖ Deploy adept communication skills to serve as a liaison for management and material distributors to address material needs successfully
- ❖ Incorporate expertise in providing support for multi-disciplinary teams and stakeholders
- ❖ Served as the SDG–Sustainable Development Goals President during National Youth Service Corps, collaborating with teams to create awareness about global challenges and practical strategies to ensure grass-root eradication

PROJECTS ACCOMPLISHED

- ❖ Managed a strict project timeline in line with coordinating supervision of 1km road construction with paving stones at Dutse Alhaji, Abuja in the space of 4 months under Ismade Integrated Nigeria Limited
- ❖ Co-supervised 2 motorized borehole projects in Ilesha Osun state right from the drilling process, installation, reticulation to the construction of fetching points within 8 weeks completion period under Miralux Concept Nigeria Limited
- ❖ Decreased expenditure through identifying, reaching out, and employing excellent negotiation skills for a new vendor segment to acquire essential materials for construction site
- ❖ Led integration of operations and supervision of the construction and reconstruction of 2 housing units for 6 months at Efab Queens Estate, Abuja

EDUCATION

**FEDERAL POLYTECHNIC
ADO-EKITI, EKITI STATE** 2017
Higher National Diploma (HND) in
Urban and Regional Planning
**FEDERAL POLYTECHNIC
ADO-EKITI, EKITI STATE** 2014
National Diploma (ND) in Urban
and Regional Planning

CERTIFICATION

**NATIONAL YOUTH SERVICE
CORP, ARGUNGUN, KEBBI
STATE** 2018
Certificate of National Service

WORK HISTORY

DELLAMOND GLOBAL CONCEPT LIMITED, ABUJA 2019 - Present

Project Supervisor

- ❖ Monitor the compliance of procurement and contract management procedures of contractors and subcontractors required by management, focusing on procurement, planning, coordinating and supervising workers, contract management, and record-keeping, etc. on site
- ❖ Verify status of project implementation, and the approved work plans results while documenting detailed daily reports of all on site activities
- ❖ Enhance the capacity of the company in financial management and procurement by implementing and monitoring due processes efficiently
- ❖ Review the existing supported projects to align/improve the present, and liaise with site engineers and other construction professionals to ensure quality control
- ❖ Offer recommendations for future engagements for review conducted after timely delivery of projects

**GOVERNMENT ARABIC ISLAMIC SECONDARY SCHOOL, ARGUNGUN,
KEBBI STATE** 2017-2018

Geography Teacher

- ❖ Improved knowledge-base of students on urbanization, environmental systems, and cultural geography
- ❖ Collaborated with teachers in designing teaching and assessment materials, planning, and sharing best practices to improve student learning outcome
- ❖ Employed excellent assessment skills in class work, assignments, and examinations aimed at giving constructive feedback to engender improvements and excellence in geography classes
- ❖ Strengthened the administrative section when required by providing support-based administrative services

EKITI STATE MINISTRY OF WORKS ADO-EKITI 2013-2014

Industrial training (Urban Planning & Development)

- ❖ Incorporated multitasking skills for efficiency in the state Ministry of Works, alongside other colleagues in the urban planning and development sector
- ❖ Gained comprehensive insight into the expectations of clients and a successful business as it affects land use, public utilities, housing and transportation while designing, promoting, and administering government plans and policies
- ❖ Built active working relationships with clients and governmental agencies as a team member
- ❖ Spearheaded the creation and preparation of restitution graphic and narrative reports on land use data, including land area maps
- ❖ Contributed to the regulation of land use, development and subdivision structured to achieve urban planning goals and objectives