

MICHAEL ENEOJO IYAJI

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Experienced Assistant Project Manager with more than 5 years in construction and property development. Proficient in MS-Project. Developed essential administrative skills that would effectively support your team. Dedicated, meticulous and possesses a team-oriented mentality which are strong attributes that make for a great fit in your company. Proven track record of Success in Achieving Time, Budget and Quality goals on a broad range of Multimillion dollar projects.

SKILLS

- AUTO CAD 2D.
- CSC ORION.
- Microsoft Office-MS Excel, MS Project etc.
- Project Management
- Strong supervisory experience
- Blueprint reading
- Decision making ability
- Report Writing
- Construction Management
- Strong initiative Adept at finding solutions to difficult and stressful challenges by adopting a calm, objective, and facilitative approach to problem solving
- Client-driven and focused on meeting customer expectations through clear communication and going the extra mile when necessary
- Oversee project closeout.
- Extremely organized, diligent and punctual.
- Excellent verbal and written communication skill

PROFESSIONAL EXPERIENCE

Assistant Project Manager (Field)

08/2017 to 10/2018

Sticks and Stones Homes Limited, Federal Capital Territory, Nigeria.

- Provided direction to personnel responsible for project execution, equipment, and transportation
- Monitored project performance, schedule, costs, equipment, manpower, materials, safety and environmental quality
- Initiated and maintained relationships with clients and subcontractors
- Executed the projects and services consistent with the quality and safety objectives
- Liaised with on-site project team, client representatives, consultants and subcontractors.
- Participated in proposals including assisting in estimating, scheduling, execution, and subcontractor meetings
- Ensured project monitoring to ensure quality construction and safety
- Assisted in negotiation of disputes and claims with owners and sub trades
- Prepared, reviewed and came up with cost estimates for subcontractors Planned and managed all aspects of the project including, but not limited to, scope, execution, and budget
- Established and implemented work schedules and updated/adjusted them to meet project deadlines

Project/Site Supervisor,

01/2015 to 08/2017

Sticks and Stones Homes Limited-Abuja NG, Federal Capital Territory, Nigeria.

- Successfully managed and supervised 4 project staff on site including in-house contractors, external contractors and subcontractors

- Successfully handled various finishing subcontracts worth \$ 125,000
- Supervised, coached, mentored and assessed the performance of team members
- Managed projects comprised of multiple sub-projects and tasks. Evaluated project deliverable changes and determined their impact on related and interdependent tasks and projects
- Developed detailed project plans. Monitored and controlled project plan. Conducted status reviews with team and management
- Identified variances and initiated corrective action to stay on target
- Invented daily progress reports format and updated it regularly

Project Engineer

07/2012 to 11/2013

Distinct Shelters-Abuja, Federal Capital Territory, Nigeria

- Provided status updates for projects, delivering the information to all stakeholders
- Recruited artisans and skilled trade's men
- Performed column plumbing, beam levelling and other tasks using precision instruments.
- Used precision measuring instruments, templates, and fixtures to measure dimensions of finished work pieces
- Reviewed plans from architects and consulted with clients to gain a deep understanding of project plan and objectives
- Followed company procedures to maintain work environment in a neat and orderly condition
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines

EDUCATION

Bachelor of Engineering: Civil Engineering,

2012

WES Evaluated- Bachelor's degree in Civil Engineering

Professional Development and Certifications

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|---|-------------|
| • CPR/AED & First Aid – American Basic Life Support | 2018 |
| • WHMIS (GHS) Training Certificate | 2018 |
| • Occupational Health Committee Training, Level 1, Work Safe Saskatchewan | 2018 |
| • Member Nigerian Society of Engineers (41662), | 2016 |
| • Member Council for the Regulation of Engineers in Nigeria (R.36973) | 2017 |
| • Member Nigerian Institute of Civil Engineers, Certified Project Manager | 2016 |
| • Prince 2 Practitioner (Candidate Number: 9980097942943793) | 2015 |