IDRIS ADAMU IDRIS

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PROFESSIONAL SUMMARY

Chief Operating Officer with over ten years of experience running operations in facilities management, property services and real estate. I have led teams of more than 100 staff across several functions, managed budgets, procurement and vendor contracts, and put in place the processes and KPIs that keep large service operations running smoothly. Equally comfortable working with private companies and government institutions. MBA graduate of Bayero University Kano.

CORE COMPETENCIES

Operations: operations management, strategic planning, process improvement, SOP development, KPI reporting, risk and compliance

Commercial: budgeting and forecasting, P&L oversight, cost control, procurement, vendor and contractor management

Property: facilities management, property operations, project coordination

People: team leadership (100+ staff), client relationship management, stakeholder engagement

PROFESSIONAL EXPERIENCE

Chief Operating Officer | Marathona Abirom Concept Ltd, Nigeria

February 2025 – Present

- Took charge of the company's day-to-day operations: workforce planning, procurement, client service and the coordination between internal teams and external contractors.
- Reviewed core processes from end to end and wrote SOPs where none existed; operational output is up by about 25% on where we started.
- Built a company-wide KPI framework, so performance is now visible by department and reported properly to the leadership team.
- Cut client onboarding time by roughly 60% by mapping the old process and stripping out duplicated steps; clients noticed the difference in the first quarter.
- Prepare the annual budget and rolling forecasts, and keep a close eye on OPEX while protecting service quality.
- Spot operational risks early and follow through on corrective action until the issue is closed.

Operations Manager | Eliezer Workplace Management Ltd, Nigeria

May 2017 – October 2024

- Managed a workforce of over 100 people across facilities, engineering, security, maintenance and procurement.
- Handled staff deployment, training, performance management and HSE compliance across all operational units.
- Ran the client helpdesk and looked after our key enterprise accounts, keeping delivery within agreed SLAs.
- Coordinated vendors and service providers on quality, timelines, statutory compliance and cost — and pushed back where the value wasn't there.
- Tracked operational spending, procurement, inventory and energy use, which gave management a solid base for annual budgeting.
- Reported regularly to senior management on KPIs, SLAs and open work orders.
- Improved efficiency by 10–15% mainly through better staff deployment and tidier workflows.
- Reduced operating costs by 5–10% through energy management and tighter vendor controls.

Administrative Manager | Kaduna State Development and Property Company Ltd, Nigeria

February 2014 – September 2016

- Ran the administrative and facility operations of a state-owned property development company, keeping the business compliant with regulatory and internal policy requirements.
- Kept the company's property records in order — lease agreements, tenancy files, correspondence and title documents — so nothing went missing when it was needed.
- Coordinated routine maintenance and repairs across company properties: getting quotes from contractors, supervising the work and signing off when it was done properly.
- Managed office logistics, including correspondence, filing, supplies, transport arrangements and the condition of the office buildings themselves.
- Helped put together the administrative side of the annual budget and monitored spending against it through the year.
- Developed the administrative team and acted as the link between building occupants, external stakeholders and senior management.

EDUCATION

Master of Business Administration (MBA) – Bayero University Kano, Nigeria | 2018 – 2021

Postgraduate Diploma in Management (PGDM) – Bayero University Kano, Nigeria | 2015

Bachelor of Business Administration (BBA) – Bayero University Kano, Nigeria | 2008 – 2012

ADDITIONAL INFORMATION

Languages: English (fluent), Hausa (native)

IT Skills: MS Office Suite (Excel, Word, PowerPoint), operations reporting, KPI dashboards

Availability: Immediate; open to roles in Abuja FCT, Lagos and Northern Nigeria

References available on request.