**Toba Adisa**

**Mobile: 07932794270⏐ Email: tobaadisaa@gmail.com ⏐ Manchester**

##### Personal Profile

Experienced project planner with over 5 years of experience in managing and delivering successful project plans for large scale commercial and residential projects. Excellent organisational skills and highly skilled in managing multidisciplinary teams across various sites with demonstrated expertise in efficiently delivering projects on time and to budget.

##### Skills & Expertise

|  |  |
| --- | --- |
| * Project Management | * Reporting |
| * Primavera P6 | * Risk Management |
| * Microsoft Office Suite (Advanced) | * M&E Experience |
| * Planning and organising | * Resource Management |
| * Budgetary Controls | * Renewable energy experience |
| * Effective Scheduling | * Attention to Detail |

## education background

**2010 – 2011 University of Manchester, UK**

MSc Polymer Material Science & Engineering

**2006 – 2009 University of Manchester, UK**

BSc Chemistry & Information Systems

#### Employment history

###### Jun 2020 – Present Planner Thomas Hardy Group

###### *Key Achievements: Oversaw a three stage £2.3 million construction planning project for Thomas hardy group increasing yearly revenue by 22% and efficiency by 15%.*

* Collaborated with Project Managers and relevant stakeholders to develop detailed project plans (tasks, durations, forecast, resourcing) from project inception through to completion.
* Arranged and facilitated internal integrated planning meetings with relevant project stakeholders to agree the team input into the project plan and work closely with said team and external customer.
* Managed project phases from estimates, pricing, drawings, budgets, critical path and performance schedules.
* Finalised project schedules, budget, projections, and cost analysis using P6 Primavera.
* Scheduled and coordinated project kick-off meetings to align contractors, stakeholders, and team members.
* Supervised projects while effectively minimizing change orders to meet the original scope.
* Analysed project performance utilising earned value management system.
* Ensured and promoted compliance to company and site health and safety standards as well as relevant building standards.
* Executed corrective action plans to reduce delays in work caused by emergencies or bad weather and to bring project back in line with baseline schedule.

###### Jun 2016 – May 2020 Junior Planner Unilever

###### *Key Achievement: Part of the project team that delivered renewable energy across three sites to power all the factories, data centres, warehouse and distribution centres. This project was estimated to save over £150,000 each year.*

* Worked alongside project manager in managing subcontractors, administrative documentation, document control checks, scheduling of inspections and permit tracking.
* Performed Time/Risk analysis against programmes at regular intervals with the Project Manager throughout the whole project life cycle.
* Maintained and updated contract baseline in line with agreed contract change (eg variations). Ensured that change impacts are effectively communicated to Operations and Commercial Teams.
* Maintained and updated monthly progress reports of projects for both internal and external parties.
* Discussed with project managers on project progress, highlighted any critical activities and upcoming milestones.
* Monitored project costs and budgets, identifying areas for efficiency improvement.
* Coordinated the project close-out information and compiled receipts of documentation.
* Ensured planning outputs and reports are produced in a timely manner for all contract reviews.

###### Feb 2015 – Jun 2016 Junior Planner Transport for Greater Manchester

###### *Key Achievement: Key member of the project team that delivered Metrolink system from Manchester North through to Manchester South thereby providing alternative commuting systems for the Manchester public.*

* Collaborated with stakeholders to identity and analyse transportation needs, trends, and opportunities.
* Ensured that progress and productivity is effectively monitored against project plan, produce and circulate clear reports to the appropriate stakeholders in a concise and timely manner.
* Developed and implemented operational plans to improve the safety and reliability of the Metrolink system.
* Planned the expansion of North Manchester Metrolink infrastructure to ensure goals and objectives of this project was accomplished within prescribed time frame and funding parameters.
* Coordinated with contractors to define work program and budgets while going on-site to visually monitor progress.

###### Feb 2014 – Jan 2015 Signal Controller/Dispatcher TransPennine Express

* Dispatched trains according to protocols and used railway signalling to carry out and maintain remote protections for track and catenary works.
* Communicated with train conductors, signal controller, station staff and drivers on a regular basis to solve any issues that may arise on station such as delays, overcrowding, faulty signals and unaccommodated services.
* Managed delays and changes of platform to avoid loading/unloading conflicts and minimize travel disruption.
* Applied working instructions to work safely and methodically.

###### Oct 2011 – Feb 2014 Quality Control Tech/Site Chemist Johnson & Johnson Pharmaceuticals

* Conducted feasibility studies and data analysis for project implementation and business strategy decisions.
* Conducted QC testing and analysis of products manufactured on the bottling line while adhering to quality standards and regulatory requirements such as ISO9001.
* Led preparation, analysis and testing of raw materials and finished products while solving any issues that may arise from their analytical results.
* Defined manufacturing processes in line with quality standards.
* Equipment maintenance and calibration for various analytical instruments such as HPLC,GC, UV-VIS, Alcolysers, haze machines and a range of other analytical equipment.
* Performed quality audits in the bottling hall including quality control verification checks using Customer supplied specifications.
* Carried out microbiological analysis of intermediate and packaged products to test for contaminants such as yeast, mould, bacteria or lactics.