

MAILE DAVID MOHALEAMALLA

Facilities and Property Management

063 689 2238 | mailemohaleamalla@gmail.com | Johannesburg, Gauteng | South African | EE: Black Male | Driver's Licence: Code 10-C1 | Willing to travel between offices

PROFESSIONAL SUMMARY

Experienced Estate Manager with 5 years of progressive experience in managing office and building facilities, workplace services, and operational support across multi-site environments. Proven expertise in facilities and building management, preventative and reactive maintenance, office operations and workplace management, supplier and contractor management, health and safety compliance, team leadership, and financial and budget management. Skilled in managing service providers across cleaning, security, maintenance, and office support functions, and in ensuring professional, functional, and cost-effective workplace environments. Currently serving as Estate Manager at CBRE Excellerate, overseeing multi-site banking facilities across three provinces. Holds a valid driver's licence and is experienced in managing and coordinating across multiple office locations.

CORE COMPETENCIES

- Facilities and Building Management — daily operations, multi-site office environments
- Preventative and Reactive Maintenance Programme Management
- Building Services: Civil, Electrical, HVAC, Plumbing, Generators, Security Systems, Fire and Safety, Lighting and Utilities
- Office Operations and Workplace Management — space planning, office moves, common area management
- Supplier and Contractor Sourcing, Appointment, and Performance Management
- Service Level Agreement (SLA) Management — cleaning, security, maintenance, office suppliers, catering
- Occupational Health and Safety (OHSA) Compliance — audits, risk assessments, emergency preparedness
- Team Management — Maintenance staff, office managers, reception, cleaning staff; performance management and coaching
- Financial and Budget Management — CAPEX, OPEX, invoice approvals, cost-saving identification
- Procurement and Stock Control — consumables, stationery, operational supplies
- Stakeholder and Landlord Liaison — managing agents, contractors, service providers
- Monthly Operational and Facilities Reporting for Management
- Business Continuity and Operational Readiness Planning
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), CMMS, MRI/MDA, Helpdesk

WORK EXPERIENCE

Estate Manager

CBRE Excellerate | July 2025 – Present

Scope: Multi-site facilities and office operations management for Absa banking portfolio across North West, Northern Cape, and Free State provinces.

- Manage daily operations and maintenance of multiple office and banking facilities across three provinces, ensuring all buildings are safe, compliant, and fully operational.
- Oversee preventative and reactive maintenance programmes covering electrical systems, HVAC, plumbing, generators and backup power, security and access control, fire and safety systems, and lighting and utilities.
- Source, appoint, and manage outsourced service providers including security, cleaning, maintenance contractors, and utilities management — monitoring SLA compliance and resolving service delivery issues.

- Liaise with landlords, managing agents, and service providers on all facilities-related matters across managed sites.
- Conduct regular office and building inspections and implement corrective actions to maintain high operational standards.
- Manage operational budgets including CAPEX and OPEX; monitor expenditure against budget, approve supplier invoices, and identify cost-saving opportunities.
- Ensure full compliance with the Occupational Health and Safety Act (OHSA) across all sites; manage safety inspections, audits, and emergency preparedness plans.
- Support business continuity and operational readiness planning across all office locations.
- Prepare and submit monthly operational and facilities management reports to senior management.
- Manage tenant and stakeholder relationships, coordinating client meetings and responding to operational queries.

Facilities Coordinator

Spark Schools | *March 2024 – May 2025*

Scope: Multi-campus facilities coordination and office operations management including maintenance, workplace services, compliance, supplier management, and staff supervision.

- Managed day-to-day facilities and office operations across multiple campuses, ensuring all spaces were safe, clean, functional, and compliant.
- Ensured meeting rooms, reception areas, kitchens, pause areas, and common spaces were maintained to a high standard.
- Managed procurement and stock control of office consumables, cleaning materials, stationery, and operational supplies, maintaining appropriate stock levels.
- Supervised and managed a team of cleaning staff and support personnel; monitored attendance, productivity, and performance.
- Managed outsourced service providers across security, cleaning, landscaping, waste management, and maintenance — enforcing SLA standards and resolving service issues.
- Administered maintenance work order system — raised, assigned, tracked, and closed requests within SLA timeframes.
- Supported company events, staff requirements, and internal operational needs across all campuses.
- Coordinated health and safety inspections, audits, and risk assessments; ensured fire safety equipment and evacuation procedures were current and compliant.
- Managed fleet and transport logistics to support multi-campus operations.
- Controlled operational budgets, processed invoices, and produced monthly facilities management reports.
- Managed supplier contracts, evaluated contractor performance, and supported procurement processes within SCM frameworks.

Facilities Planner

Redefine Properties | *January 2022 – December 2023*

Scope: Facilities planning and operational management support for the 72,000m² Mall of the South, a multi-tenant commercial retail environment.

- Supported management of daily building operations, ensuring all facilities and office infrastructure met operational and compliance standards.
- Oversaw maintenance of building services including HVAC, electrical, plumbing, fire detection and suppression, and general building fabric.
- Managed tenant fit-out installations, space handovers, and reinstatements in line with lease and operational requirements.
- Monitored supplier and contractor performance against SLAs for cleaning, pest control, waste management, and building maintenance.
- Administered OHS compliance documentation, safety audits, safety files, and incident records.
- Supported CAPEX and OPEX budget processes including quotation preparation, Bill of Materials (BOM), procurement adjudications, and invoice approvals.

- Assisted in workspace and space planning activities to support tenant and operational requirements.
- Ensured public and operational spaces were safe, presentable, and fit for purpose at all times.

EDUCATION & QUALIFICATIONS

Advanced Diploma in Real Estate — University of Johannesburg (2024)

NQF Level 7 | Facilities Management, Asset and Portfolio Management, Real Estate Finance, Property Operations

Honours in Urban and Regional Planning — University of Johannesburg (2021)

NQF Level 8 | Urban infrastructure, built environment, spatial planning, property economics

Bachelor of Urban and Regional Planning — University of Johannesburg (2020)

Building Inspector Programme — University of Johannesburg (In Progress, 2025)

Technical building inspection, structural and systems assessment, building regulations compliance

Project Management Level 4 — Ifundi (2023)

Business Administration Level 4 — Ifundi (2022)

National Senior Certificate (NSC) — Helmeg Academy (2015)

PROFESSIONAL MEMBERSHIPS & DEVELOPMENT

- South African Facilities Management Association (SAFMA) — working toward professional registration

REFERENCES

Dennis Mathebula | Facilities Manager | +27 72 010 8940

Jopie Boer | Portfolio Facilities Manager | +27 83 229 7437

Carel Dill | Property Operations Manager | +27 81 566 8592