



# Zain Ul Islam

FM Professional

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Professional Summary: Multi-tasking Manager Hardworking Project Manager offering more than 10 years of leadership experience working with Multiple teams on O&M projects. Successful at building and maintaining open communication between team members, clients, and leadership. Quality-driven and proactive with advanced understanding of contract management, contractor oversight and construction administration.



## Work History

2021 - Current

### ● Project Manager

#### ***Musanadah Facility Management, Jeddah***

- Handling Bupa Arabia All KSA locations.
- Leading a team of 61 employees in hospitality and cleaning for Bupa.
- Attending client meetings to fulfill their requirements.
- Preparing reviewing and finalizing Monthly billing sheets.
- Managing day to day activities and challenges.
- Managing Corrective and periodic activities.
- Controlling and managing all third-party vendors.
- Managing vending machine facility for Bupa Facility

2019 - 2021

### ● FM Manager

#### ***Musanadah Facility Management (KPMG & Noon.com), Riyadh, KSA, Riyadh***

- Leading a team of 34 employees deployed in these major projects.
- Preparing and reviewing monthly/weekly Hospitality/cleaning and maintenance reports.
- Attending weekly meetings with clients to ensure the quality of work.
- Identifying problems with solution to client for any kind of emergencies.
- Monitoring monthly inventories to keep running the operations swift and smooth.
- Musanadah Facility Management.

2017 - 2019

## **Asst. Project Manager**

### ***Sadara Petrochemicals Company, Jubail***

- Leading a team of 275 personal and running facility operation and maintenance 24/7.
- Controlling and managing all site activities.
- Attending weekly meetings with client.
- Organizing monthly tasks to teams.
- Arranging all the required resources to perform any type of site activity.
- Dealing with all types of day-to-day activity.
- Evaluating performance of each employee working in assigned team.
- Meeting with all engineers and supervisors to solve their problems and hurdles.
- Ensuring deadlines are meet at time.
- Reporting to top management regarding the project performance monthly basis.
- Monitoring the ticketing system on daily, weekly & monthly basis.
- Analyzing the reports for ticketing system to review reports for KPI.

2013 - 2017

## **Project Manager**

### ***Sabic Street Buying, Jubail, KSA, Eastern Province***

- Leading the team of 21 buyers to supply low value items to SABIC Affiliates.
- Conducting weekly coordination meeting with all the team to discuss the weekly plans and see the progress how it is developing.
- Attending weekly meetings with the clients to ensure and support them in every manner to avoid any kind of constraints.
- Conducting and attending the meeting with the vendors to make sure the availability of the materials and continuous supplies.
- Reporting to top management about Sabic project on monthly basis.

2011 - 2013

## **Senior Accountant**

### ***Tamimi Global Co. Ltd, Jubail KSA, Eastern Province***

- Process the payments and vendor invoices, preparing journal vouchers, employee reimbursements, and statements.
- Enters update and retrieve accounting data from automated systems for actual reports.
- Microsoft Dynamics Axapta.
- Posting of financial data to appropriate accounts in a Microsoft Dynamics Axapta, according to instructions.
- Managing petty cash transactions and arranging funds for the ongoing projects.
- Making monthly flash reports for all the projects.

2009 - 2011



## Education



### MBA: Finance

University of Faisalabad - Faisalabad

2005 - 2007



### Bachelor of Commerce

Punjab College of Commerce - Faisalabad

2003 - 2005



### High School Diploma

Chenab College Jhang - Jhang Pakistan

2001 - 2003



### Secondary High School: Science Education

Chenab College Jhang - Jhang Pakistan



## Certifications

2021-06



Basic of Project Management

2021-06



Risk Management

2021-06



Change Management

2021-06



Leadership and Team Development

2021-06



Project Management



## Additional Information



Worked as a project coordinator on "Aramco Hawiyah Contractors Park"  
Some of the main task I have completed under this project.

- Supervising and managing the catering services for Aramco contractors
- Serving more than 1200 personals working on this project on daily basis.
- Requesting food supplies and managing the stores.
- Coordinating daily with the chief chef to ensure all required food supplies are available.
- With the support of chief chef preparing and finalizing the weekly menu.
- Supervising the camp facility for the worker all categories (Senior, Junior & labor)
- Planning for any upcoming events.



## Languages



English



Excellent



Arabic



Very Good



Urdu



Excellent



## Skills

- Problem Solving ●●●●●  
Excellent
- Project planning and development ●●●●●  
Excellent
- Project Management ●●●●●  
Excellent
- Multi-Site Operations ●●●●●  
Excellent
- Procedure development ●●●●●  
Excellent



## Interests

- Movie watching
- International current Affairs
- Journalism