

Mohammad Alassoom

Facility Management and operations

Location
Dammam

Phone.
+966-5999-08208

Email.
Alassoom@hotmail.com

Profile:

- Soft Services professional with 4 years of rich experience in facility management.
 - Expert in managing soft services and coordinating with management for cost effective solutions to ensure effective and high standard operation.
 - Working with esteemed clients such as Saudi Aramco, Saipem and Al Tamimi.
 - BICSc trained
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EDUCATIONAL :

2014-2016

English diploma

Vanwest college- Vancouver BC

2010

High school

Prince Saud Bin Naif education complex

Courses:

Facility management courses

- BICSc
 - Developing the right FM strategies (MEFMA)
 - Transformation from O&M to FM (MEFMA)
 - General Services in Facility Management (TVTC)
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EXPERIENCE:L:

2019 – ongoing Business Development Manager – (Facility management)

Company name: FCC (Fahhad General Contracting Co.)

Role:

- Developing the business within the field of facility management, manpower supply and construction.
 - Planning and overseeing new marketing initiatives.
 - Researching organizations and individuals to find new opportunities.
 - Increasing the value and the level of satisfaction of the current clients while attracting new ones.
 - Establishing reports and arrange meetings.
 - Planning and preparing presentations.
 - Providing management with feedback.
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Company name: Khidmah

Role:

- Developing and managing annual operating of Soft Service department.
- Formulating & sharing best practice for Soft Services across the department.
- Achieving maximum customer satisfaction and productivity.
- Achieving and enhancing customer satisfaction by meeting and or exceeding the customer requirements and providing recommendations for process improvement.
- Conducting site inspections, conditional assessment of assets, assess HSE and operational risk and reporting.
- Conducting regular site audits and inspections on cleaning works activity.
- Coordinating, managing and delivering cleaning services within the premises.
- Performing daily site inspections to ensure quality of works & adherence to the set standards and providing expert advice to the team.
- Conducting performance development review; identifying employee requirements like training, etc.
- Liaising with Internal departments and shared services and maintaining good working relations.
- Administering cleaning records and arranging maintenance and repair of cleaning equipment as required.
- Assessing, developing and updating the relevant work procedures and instructions as required performing periodic health, safety, quality, environment and operational briefing to the cleaning staff.
- Executing shift and emergency duties when required and other duties as instructed / directed by the Facilities & Cleaning Manager.
- Preparing Daily / Weekly / Monthly / quarterly department & management reports.
- Leading the arrangement of all the events held at KACWC such as: Inauguration event of the Center by the King, Arab Summit 2018, SPARK Event, EID Events and so on Major Project Handled: King AbdulAziz Center For World Culture (KACWC- Ithra- King Abdulaziz Center for World Culture is an arts centre in Dhahran, Saudi Arabia, developed by Saudi Aramco.

Company name: Khidmah

Role:

- Coordinating with Aramco representative at all VIP events at Ithra (KACWC).
- Making sure all locations at Ithra is ready for any VIP visitors.
- Managing events activates.
- Coordinating with Aramco representative in charge before and during events professionally.
- In charged of events checklists and the point of contact person with Aramco at Ithra during events.
- Arranging event services and monitoring as per the client's approval.
- Conduct final inspection on the day of events to ensure everything adheres to the client's standard.
- Assess events overall success.

Company name: Khidmah

Role:

- Supervising all janitorial activities in Ithra (king Abdulaziz Center for World Culture).
 - Ensuring optimal use of manpower and reporting all duties activities to the soft services supervisor.
 - Conduct daily building inspection.
 - Supporting and motivating the staff in delivering a high quality standard.
 - Issued assignments to staff.
 - Distributed supplies and locations and giving daily briefing to staff.
 - Trained staff of safe operation and using cleaning tools and equipment.
 - Prepared and presented reports of daily activities.
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Languages:

English: Proficient

Arabic: Native

Core Competencies:

- **Team management**
 - **Customer service**
 - **Event management**
 - **Facility Management & Operations**
 - **Project Controlling**
 - **Familiar with prestigious projects**
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