



PROFILE

- . Name : **ISSAM MOUSSA TALEB**
- . Date of Birth: **14-JULY-1972**
- . Place of Birth: **Lebanon**
- . Nationality: **Lebanese**
- . Marital Status: **Married**

CONTACT

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ADDRESS

Khobar City - KSA

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EDUCATION

- **Medical College – Russia (2 years)**
- **High school at H. International School – Lebanon**

LANGUAGES

- **Arabic (Native)**
- **English (Excellent)**
- **Russian (Fair)**

COMPUTER LITERACY

- **Microsoft Word**
- **Excel**
- **Power Point**

Objective:

To obtain a job in a reputable company, where can build a good career and to develop company business by adding a new ideas and solutions which make clients safe and satisfied.

SKILLS

- OSHA
- Contractor Camp Inspector
- Supervisor Safety Awareness
- First Aid CPR
- Communication Skills
- Training Skills
- Cost Control
- Manpower Managing
- Customer care skills
- Leadership skills
- Working knowledge of room's management systems
- Proven supervising experience through development program.
- Ensure community and client safety
- Ensure employees' safety
- Ensure environmental and facility sustainability

Member of ISSA/ INTERCLEAN which provide new technology and new solutions for cleanliness

Work History:

Present in SAUDI ARAMCO - DHAHRAN as contractor - facilities safety general supervisor 17-FEB-2019 till present .Inspect all community areas

Saudi electricity company branch AL Hassa as a contractor - facility manager from 02-FEB-2018 till 31-01-2019

Trend Ultimate for Trading EST, Khobar / Kingdom of Saudi Arabia

Business Development Manager 1-AUG-2017 till 31-Jan-2018

- **Research prospective accounts in targeted markets, pursue leads and follow through to a successful agreement**
- **Understand the target markets, including industry, company, project, company contacts and which market strategies can be used to attract clients**
- **Collaborate with design and sales teams to ensure that requirements are met**
- **Maintain relationships with current clients and identify new prospects within the area you have been assigned**
- **Possess a strong understanding of our products, our competition in the industry and positioning**
- **Follow the latest industry developments and stay up-to-date on corporate competitors**

SERCO Saudi Services, Riyadh – Asst. Project Manager, 14 –JAN-2017 till JUL 6 2017- Environmental and facilities services management at health care sites.

Saad Specialist Hospital - Khobar city/ KSA, Asst. Manager of environmental services

MAR 2012 till JAN 12 2017

MAR 2006 till MAR 2012 (Supervisor at same department)

SAAD Specialist Hospital is located in AL KHOBAR city –KSA which provides exceptional health care in a safe environment, rising standard of health services in the kingdom of Saudi Arabia. Hospital is running by 508 beds and royal suites and executive suites and VIP rooms inside a very big medical complex including health science center and outpatient clinics, which has been accredited by JCIA &CAP.

Major Qualification:

- **11 years extensive experience in housekeeping management.**
- **Highly skilled in planning, coordinating and directing all daily operational tasks.**
- **Hands experience in managing daily systems use and management, cost control and overall productivity.**
- **In depth knowledge of assisting communication skills in monitoring team member performance and working towards further development.**
- **Hand on experience in managing royals and executive suites and all arrangement need.**
- **Demonstrated ability to hire, train, supervise, coach, and counsel housekeeping workers and team members.**

Accomplishments:

- **Trained 100 and above new housekeepers in various specialties within a tight deadline following the opening of new wards and clinics at SAAD Specialist Hospital.**
- **Developed and implemented written and interactive training material and machines / tools for new housekeeping staff.**
- **Planned and facilitated team member daily meetings to increase high standards and safety and provide new ideas and solutions to solve and sort out the issues.**

Experience:

- Plan, organize and direct team members to ensure high customers satisfaction and safety – team members safety too.
- Inspect patient rooms and public areas within hospital to ensure the standard of cleanliness and sanitizing.
- Respond to patient's complaints immediately and solve them once they happened on spot.
- Train new and existing employees in training procedures and upgrades.
- Plan and facilitate team member meetings.
- Evaluate condition of furnitures, fixture, make appropriate changes and or /repair.
- Experience of cleaning and maintaining floors such as marble and vinyl etc...
- Know how to manage facilities and keep them sustainable.
- Experience of disposal all kind of waste.
- Maintained and ordered supplies and cleaning chemical products and machines /tools.
- Experience of environmental rounds team member to ensure all facilities are save and sustainable, beside that during any accreditation I will be one of team member to join the visit.

Reference:

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