

Faisal Saeed

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Building number 8729, King Faisal West, Tebah District,
Jubail Kingdom of Saudi Arabia



Personal Objective

To acquire a challenging and promising position in a reputed and well-recognized organization and to apply my knowledge, skills and attitude which I have obtained from my education and previous work experience to achieve results in a highly competitive environment.

Work Experience

| Position Held | Company | Duration |
|-----------------------|---|---------------------------|
| Operations Supervisor | AbdelHadi Abdullah Al Qahtani & Sons Co Jubail, Saudi Arabia | 2019 May up to Present |

Supervise and Coordinate housing maintenance of SABIC Affiliates.

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|----------------------------|---|---------------------------|
| Work Control Supervisor | Al-Tamimi Holding Company Jubail, Saudi Arabia | 2017 Dec. to 2019 Mar. |
|----------------------------|---|---------------------------|

Supervise and Coordinate building maintenance of SADARA Business Complex.

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| Admin Assistant | Al-Tamimi Holding Company Jubail, Saudi Arabia | 2016 Jun to 2017 Dec |
| Management Trainee | Coca-Cola Beverages Bahawalpur, Pakistan | 2014 Apr to 2015 Nov. |

Duties & Responsibilities:

- Manage data in spreadsheets and reports.
- Organize and schedule meetings and events.
- Supervise other staff and delegate responsibilities.
- Handle technical issues in their area of expertise.
- Carry out clerical duties, including answering phones and preparing documents
- Make travel arrangements.
- Handle queries from managers and employees.
- Update office policies and ensure compliance with them.
- Organize, store and print company documents as needed.
- Maintain & Update employee rooster, iqama, IDs and vacation plan.
- Maintain Complex filing system.
- Supervise and Coordinate for housing maintenance of SABIC from delegation of job order request as specified in the scope of work complying with safety standard. Systematic follow-up until completion of job order.
- Share accordingly the Complete Technical Report with the Client.
- Coordinate any spare parts and services needed. From approval, procurement, delivery to installation.
- Prepare and Share the Monthly Invoice to SABIC.
- Periodically feedback and follow up with Customer on the Quality of job.
- Arrangement of employee's transportation.
- Supervise and Coordinate building maintenance of SADARA Business Complex from delegation of job order request as specified in the scope of work complying with safety standard. Systematic follow-up until completion of job order.
- Provide Key Performance Indicator (KPIs) reports to client and some Special case reports required

by management from time to time.

- Prepare Daily, Weekly and Monthly report.
- Focal Point between SADARA and Tamimi with regards to Building Maintenance.
- Provide recommendations to improve efficiency and productivity.
- Performs a variety of special projects and assignments in assigned area including the implementation and coordination of assigned program components and assists with the development of procedures.
- Support the business regarding purchase order/requisition/invoice queries.
- Maintain sound working relationships with vendors to ensure responsive service and timely resolution of all issues.

Trainings/Seminars

Certificate in Information Technology from Skill Development Council Karachi, Pakistan
Proficient in Using MS Word, Excel, Outlook and PowerPoint.

Additional Skills: *Know how to use Computer, Copier, Scanner and know how to drive automobile/car with valid Saudi Driving License.*

Certificates of Appreciation: **SABIC** for Housing Maintenance Project, **SADARA Chemical Company** for SBC Maintenance project, **Jaddarah Co.** For Recruitment for effective Coordination.

Educational

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| Master of Business Administration (M.Phil.) Islamia University, Bahawalpur, Pakistan 2010-2014 (3.32/4) | Bachelor of Commerce Federal Urdu University Karachi, Pakistan 2008-2009 | Intermediate in Science BISE Abbottabad Board Abbottabad, Pakistan 2003-2005 |
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Personal Information

Date of Birth: **1988 April 05**

Nationality: **Pakistani**

Marital Status: **Married**

Father Name: **Muhammad Saeed**

Passport: **BD5971883** expires on **2024 March**

All Information above is true and I affixed my signature below.