** Resume**

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| **First Name(As passport)** | Munir |
| **Last Name** | Sweilem |
| **Contact No.** | 0508146312 (Saudi Arabia+966) |
| **Nationality** | Jordanian |
| **E-Mail** | Mkhs610@Gmail.com |
| **Visa Status** | Work Iqama |
| **Marital Status** | Married |
| **Number of Dependents** | 4 |
| **Current Location** | Madinah-Western Region/Saudi Arabia |
| **Resume in a glance:**   * **201**5 – Present :   Company: Khatib & Alami Saudi Engg Consultancy Co., KSA .  Position: Senior Facilities Manager (PMO Office)مدير أول إدارة المرافق   * 2012 – 2015   Company: MAGHRABI Hospital, Jeddah, KSA  Position: Senior Facilities & Safety (FMS)Manager/ **مدير إدارة المرافق والسلامة**     * 2010 – 2012   Company: Parsons International Consultancy Co. Saudi Arabia  Position:Senior Facilities Engineer/ **مهندس أول استشاري مرافق**     * 2007 – 2010   Company:Roads & Transport Authority (RTA), Dubai, UAE .  Position:Buildings Senior Engineer/مهندس أول مباني   * 2003 – 2007   Company: AL-WASL Hospital(250 Beds), Dubai, UAE  Position: Senior MEP Engineer/**مهندس أول كهروميكانيك مباني**   * 1995 – 2002   Company:East Gulf Construction Co., Dubai, UAE  Position: Site Mechanical Engineer /**مهندس ميكانيك موقع** | |
| **Qualifications, Knowledge and Skills**   * B.Sc. in **Mechanical Engineering** from NWFP University of Engg&Technology(Pakistan)-1994. * 20 years’ experience in management position related to Facilities management, including experience in the delivery of managing agent contracts. * Experience in FM Quality Management Inspection & Audits in Hard and Soft services. * Technical leadership, strong organizational and work coordinating skills to handle multiple assignments and sites simultaneously. * A broad knowledge of the application of MEP engineering plant and buildings operations and maintenance. * Experience in delivering SLA’s & KPI’s via CAFM system(CAFM Explorer) and CMMS system(IBM Maximo/ Oracle Primavera), and exposure to performance management contracts in FM. * Knowledge of Quality systems ISO 9001 and ISO 41001. * Use of programs such as MS Office, Excel, Access and PowerPoint, with the ability to create the respective quality technical reports. * Excellent written and spoken Arabic/English skills. * Ability to lead a team, motivated, and task-oriented. * PMP, Training certificate (35 hrs/PDU's.), KSA, 2013 | |
| **Memberships**   * Jordan Engineers Association . * Saudi Council of Engineers . | |
| **Training sessions & Conferences**   * Dubai Int.Hospital Architectural & Biomedical Design Conference.2005 * Microsoft Excel 2000(Advanced) training course.2004 * UTS Carrier Chillers 19XR & 19EA models technical training course.2005 * LG Multi V ,ESP calculation & Heat Load Calculation training course.2007 * “Oracle Primavera” Facilities Management Software Training. * “IBM Maximo " Facilities Management Software Training. * "CAFM Explorer" Computer Aided Facilities Management software. * CBAHI FMS (96 standards requirements) implementation at Maghrabi Hospital. | |

201**5 – Present Khatib & Alami Saudi Engg Consultant Co.,KSA**

**Senior Facilities Manager**  مدير أول المرافق

PMO for Ministry of Finance(Client):Around 100 Facilities(Assets) across the KSA

**Responsibilities:**

* Provide management and oversight of all Service Providers operational activities and manage the KA team of 14 auditing engineers responsible for monitoring, measuring, auditing and improving Contractors operational performance.
* Prepare, manage and lead a real estate portfolio of Service Partners for the client organization and, act as the owner of the estates entrusted to me, ensuring best practice FM is adhered to as a minimum.
* Provide management, leadership, and direction of their respective teams, ensuring Service Providers are adhering to the operational contract requirements in compliance with the contract required SLAs/KPIs and best practice.
* Conduct monthly KPI compliance sessions with the KA FM audit teams and contractors to evaluate portfolio performance.
* Generate and present monthly reports and reviews of facility-related budgets, contracts, expenditures and purchases.
* Analyze maintenance performance of each service provider to ensure the maintenance quality and standards are being adhered to.
* In conjunction with the client, prepare and support specific maintenance strategies (Strategic Facility Plan-SFP) and review life cycle costing (LCC) for all building assets in line with the age/condition of the asset and implement them across the team.
* Proficient in local and international codes of practice such as NFPA codes and standards, and local KSA regulations and requirements.

This role ensures that contract deliverables are met in line with the contract service level agreements SLA/KPI's:

* Corrective maintenance work orders (WO's) total numbers.
* Response time (for each WO).
* Resolution time (for each WO).
* Main equipment/systems outage time.
* Repeated work orders numbers.
* Completed work orders evaluation.
* PPM works implementation.
* Pending work orders numbers.
* Spare parts availability.
* Manpower availability.
* All required docs & reports implementation.
* Energy saving program implementation.

**2012 – 2015 MAGHRABI HOSPITAL, Jeddah, KSA**

**Senior Facilities & Safety Manager** مدير إدارة المرافق والسلامة

My crucial duty is to provide a safe, functional and effective environment for patients, staff, and other individuals is crucial to prevent or minimize risks in the environment of care.

The organization leadership has to provide all necessary support and resources to improve safety in the work place in alignment with regulatory requirements.

Important aspects of the facility management and safety include the following:

Operation & Maintenance(Utilities).

Safety

Security

Fire safety

Emergency

Hazardous materials(HAZMAT).

Medical equipment

**Duties:**

* Review MEP design documents.
* Following-up the implementation of the CBAHI/JCI regulations and standard,
* Provide technical guidance and support where required,
* Assisting and contributing to relevant stakeholders, consultants, project managers, clients and contractors.
* Witnessing testing and commissioning of the MEP equipment.
* Assisting with the final inspection of the work and to monitoring completion of the work.
* Taking care & keep the Electro-mechanical equipment running smoothly. These equipment include but not limited:
  + HVAC Systems, Chilled water system (CHW) & DX systems.(ASHRAE).
  + Water Treatment System such as RO, Dozing pumps, Biocide Chemicals, etc.
  + Building Management System (BMS).
  + Electrical Sub-stations.
  + Drainage & Sewage treatment system (Grey water).
  + Fire Fighting & Alarm Systems.(NFPA)
  + Medical & Non-Medical Gas System.
  + All LC electrical systems.

**2010 – 2012 Parsons International Consultancy Co. Saudi Arabia**

**Senior Facilities Engineer**  مهندس أول استشاري مرافق

(With Jeddah Municipality Governorate/34 nos. Facilities)

**Duties:**

* Responsible for making sure those buildings and their services meet the needs of the people that work in them.
* Project management and supervising and coordinating the work of contractors/subcontractors
* Calculating and comparing costs for required goods or services to achieve maximum value for money;
* Planning for future development in line with strategic business objectives
* Directing, coordinating and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling;
* Ensuring the building meets health and safety requirements and that facilities comply with legislation;
* Keeping equipment & staff safe;
* Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises;
* Checking that agreed work by staff or contractors/subcontractors has been completed satisfactorily and following up on any deficiencies;

**2007 – 2010 Roads & Transport Authority (RTA), Dubai, UAE**

**Buildings Senior Engineer** مهندس أول مباني

(Over 20 facilities & buildings across Dubai)

Buildings & Facilities Dept.

* Assure the effective functioning of a facility(Metro stations, Bus Depots, Office buildings, Data centres, Multi-story car parkings,etc) **to provide an efficient and safe environment for employees ,occupants, public and their activities** by using best business practices to manage resources, services , processes & keeping all the facilities services systems running smoothly and efficiently.
* Develop and implement a facility management program including preventative maintenance and life-cycle requirements.
* Conduct and document regular facilities inspections.
* Ensure compliance with health and safety standards and industry codes
* Allocate and manage facility space for maximum efficiency
* Supervise maintenance and repair of facilities and equipment
* Oversee facility refurbishment and renovations
* Plan and manage facility central services such as reception, security, cleaning, catering, waste disposal and parking

**2003 – 2007 AL-WASL HOSPITAL (250 Beds Cap.), Dubai, UAE**

**Senior MEP Engineer(Hard Services)**مهندس أول كهروميكانيك (صيانة وتشغيل)

Facilities & Projects Management Department.

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Operation & Maintenance(Utilities).

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Fire safety

Emergency

Hazardous materials(HAZMAT).

**Duties:**

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  + Electrical Sub-stations
  + Drainage & Sewage treatment system (Grey water).
  + Fire Fighting & Alarm Systems.(NFPA)
  + Medical & Non-Medical Gas System.
  + All LC electrical system.

**1995 – 2002 East Gulf Construction Co., Dubai, UAE**

**Mechanical Engineer** مهندس ميكانيك مباني (إنشاءات / صيانة وتشغيل)

(Construction /Facilities Operation &Maintenance).