

Zain Ul Islam

Executive 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

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.



Education

2009- 2011

Master of Business Administration

University of Faisalabad - Faisalabad

2005- 2007 **Bachelor of Commerce**
Punjab College of Commerce - Faisalabad

2003- 2005 **High School Diploma**
Chenab College Jhang - Pakistan

2001- 2003 **Secondary High School: Science Education**
Chenab College Jhang - Pakistan



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



Additional Information

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

- Arrange and deploy the manpower on the site.
- Ensure the manpower are working properly under their designated supervisors.
- Collecting and processing the timesheets of the workers for their monthly salary.
- Make sure all workers are performing their assigned task in efficient manner.
- Managing camp facility for own employees and contractors.
- Controlling the movement of the logistic.

- Coordinating between departments for smooth operations.
- Successful completion of NH-2 project additional scope.
- Mobilizing six major third party strategical contractors in Sadara project.



Interests

Movie watching

International current Affairs

Journalism