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|  Zain Ul IslamFM Professional

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| **Address Jeddah**, Al **Phone +**966 591317688**E-mail zainulislam08@gmail.com** |  |

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CAREER OBJECTIVES: Versatile Project Manager dedicated to boosting company revenue through exceptional leadership and rigorous cost control techniques. Proven success revamping processes and procedures and increasing efficiency and product quality.

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| **Education** |

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| 2009 - 2011 | MBA: *University of Faisalabad - Faisalabad*  |

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

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

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

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| **Work History** |

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| 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
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| 2019 - 2021 | **FM Manager** *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.
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| 2019 - 2020 | **Asst. Project Manager** *Tamimi Global Co. Ltd* * Providing facility management hospitality and cleaning services.
* Arranging all required resources to manage the projects.
* Preparing monthly/weekly Hospitality/cleaning & maintenance reports.
* Attending weekly meetings with clients.
* Identifying problems with solution to client for any kind of emergencies.
* Making sure the work is done as per standard and customer requirement.
* Project: Sadara Business Complex Jubail KSA.
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| 2017 - 2019 | **Project Manager** *Tamimi Global Co. Ltd* * 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.
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| 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.
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| 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.
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| **Skills** |

Problem Solving 

Excellent

Project planning and development 

Excellent

Project Management 

Excellent

Multi-Site Operations 

Excellent

Procedure development 

Excellent

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| **Languages** |

English 

Excellent

Arabic 

Very Good

Urdu 

Excellent

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| **Interests** |

Movie watching

International current Affairs

Journalism