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| Zain Ul Islam  FM Professional   |  |  | | --- | --- | | **Address Jeddah**, Al  **Phone +**966 591317688  **E-mail zainulislam08@gmail.com** |  | |  |

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