



Faisal Saeed

Work Qualification [Operation Supervisor, Project Coordinator/Controller, Planner, Work Control Supervisor, Administrative Coordinator/Officer]

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

Iqama Validity: 14th July, 2022

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 highly competitive environment.

Education

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

Experience

| Work Experience | Responsibilities |
|--|---|
| <p>Operations Supervisor AbdelHadi Abdullah Al Qahtani & Sons Co <u>Major Client: SABIC</u> May 2019 – till present Jubail, Saudi Arabia</p> | <ul style="list-style-type: none"> ✓ 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. ✓ Maintain & Update employee rooster, iqama, IDs and vacation plan. ✓ Arrangement of employee's transportation. |
| <p>Work Control Supervisor Al-Tamimi Global Company Ltd <u>Major Client: SADARA</u> Dec. 2017 – Mar. 2019 Jubail, Saudi Arabia</p> | <ul style="list-style-type: none"> ✓ 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. ✓ Maintain Complex filing system. ✓ 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. |

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|--|--|
| Admin Assistant Al-Tamimi Global Company Ltd Jun. 2016 – Dec. 2017 Jubail, Saudi Arabia | <ul style="list-style-type: none"> ✓ Coordinate with all projects manager to facilitate their requirement from site to main office. ✓ Handle timesheets and prepared Payroll. ✓ Allocate the Manpower in different locations. ✓ Update & maintain employee's information, personal files. ✓ Process Vendor PO and invoices. ✓ Conduct Orientation and induction program for the newly hired employees. ✓ Arrangements of accommodation coordinated with Camp Supervisor. ✓ Respond to Emails of higher management and clients. ✓ Processed Employees Vacation and Final exit. |
| Management Trainee Coca-Cola Beverages Apr. 2014 – Nov. 2015 Bahawalpur, Pakistan | <ul style="list-style-type: none"> ✓ Coordination among the sales staff and job orientation. ✓ Motivational Speech to Achieve Sales target. ✓ Preparation of distribution report on weekly bases. ✓ Maintained stock. |

Certification

- Got “**Appreciation Certificate**” from **SABIC** for Housing Maintenance Project.
- Got “**Appreciation Certificate**” from **SADARA Chemical Company**.
- Got “**Appreciation Certificate**” from **Jaddarah Co. For Recruitment**.
- Worked as “**President**” in the Executive Club of Department of Management Sciences at The Islamia University Bahawalpur.

Computer

Certificate in Information Technology from Skill Development Council Karachi, Pakistan

Skills:

- MS Word
- MS Excel
- Outlook
- Power Point

Proficiency Level:

- Excellent
- Excellent
- Excellent
- Excellent

Last Used:

- Currently using
- Currently using
- Currently using
- Currently using

Basic Skills

Communication skills: Expressing critical opinions in essays and seminars, excellent corporate communication skills, writing (Reports, Papers etc.), presentation skills and audience interaction.

Teamwork: Enjoy working in both team environments and independently, team building skills.

Management: Well known to different management techniques, good organizing.

Languages: Fluent in English and Urdu. Basic knowledge of Arabic.

Basic Info

Father Name : **Muhammad Saeed**

Nationality : **Pakistani**

Passport No : **BD5971883**

Driver License in KSA Valid until: **24th December, 2025**

Date of Birth : **5th April, 1988**

Marital Status : **Married**

Passport Validity : **17th March, 2024**

Declaration: I hereby declare that the above-mentioned details are true to best of my knowledge and belief.
MBA, Faisal Saeed