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Saudi Arabia Address:

Utbah Ibn An Nimirer Street, Al
Badiyah, Dammam 32243

Hometown Address

145 Del Carmen Subdivisions,
Poblacion West Calasiao,
Pangasinan, Philippines

PROFESSIONAL SUMMARY:

As Maintenance & Operation Manager, willing to accept changes and learn the needed skills in order to understand the technology and to better understand the bigger picture, also willing to ask for guidance and/or help from others that might know more about certain subjects.

RELEVANT SKILLS AND PROFICIENCIES

- Health & Safety** – Adhere to all Health and Safety requirements set by company management.
- Professional Manner** – Respecting company rules at all times.
- Friendly Environment** – keeping a healthy atmosphere enabling work output be more efficient
- Presentation** – Presenting and sharing ideas with the team. This helps in getting more valuable options in time of need.
- Team working** – fostering an environment of teamwork to ensure that company goals are met.

- **Initiative** – The ability to work alone and take a lead when hurdles arise or when tasks require completion.
 - **Problem Solving** – adapting to the ever-changing environment and reacting quickly to meet challenges.
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EMPLOYEE WORK HISTORY:

Company : **Nabatat Contracting Company**
For Industrial Service
Facility Maintenance Department

Located : Dammam, Saudi Arabia

Position : Facility Maintenance Manager

Year : October 01, 2020 till Present

Responsibilities Handled:

- As **Facility Manager**;
 - Ensure maintenance and upkeep of an organization's buildings, and monitoring and managing the major assets and technologies within the workplace to ensure all operation in maintenance are according to the standard procedure as the client procedure.
 - Working on both a strategic and operational level ensuring that they meet legal requirements and health and safety standards and operate across different business function and operation.
 - Ensuring the building is maintained, improved, and managed, and that vendor partnerships are managed.
 - Responsibility of the project and site supervision to assess hazards, determine risks, conduct regular inspections, and maintain a safety programmed.
 - Ensuring employees are properly accommodated in a workplace that supports their needs and expectations.
 - Attending bidding & job x meeting and conducting safety orientation program and Driving Safety program for new comers and old employee.
 - Envolve in company estimation cost and pricing of new tender and commercial pricing.
 - scheduling and overseeing all maintenance-related work by managing a team of maintenance technicians and supervisors
 - ensuring that all maintenance operations are done in accordance with company policy and OSHA guidelines
 - ensuring the facility satisfies all industry regulations
 - managing budgets, forecasting, ordering, and price negotiation for spare parts inventory
 - developing and implementing a (proactive) maintenance program

- firing/hiring maintenance staff
- coordinating the completion of complex repairs
- hiring subcontractors for specialized maintenance work
- looking for new ways/tools/assets to improve productivity and cut costs
- drafting maintenance reports

Achievement:

- *2020 Waste Collection & Disposal in Saudi Aramco Company awarded by Scraco Company*
- *2020 Waste Collection & Disposal in King Fahad Seaport in Dammam Meena Port awarded by Starfab Company.*
- *2021 Desert Cleaning in Yanbu awarded by NEOM*

Company : **Saudi Telecom Company Project**
 Operation Maintenance, Cleaning Service & Landscaping
 Located : Dammam, Saudi Arabia
 Position : District Manager
 Year : August 01, 2019 till September 2020

Responsibilities Handled:

- **As District Manager;**
 - Direct reporting to District Dammam Area Manager of Saudi Telecom Company in daily basis in regards to the operation and maintenance.
 - To monitor the operation and maintenance works such as (Electro Mechanical, Civil Works, Housekeeping and Landscaping) and coordination with Saudi Telecom offices, outlets and STCs subsidiary
 - Perform resource allocation, workload assignment and schedule operations for assigned projects.
 - Manage a team of professionals on daily basis to meet or exceed client.
 - Identify skill gaps and schedule trainings to team members.
 - Address team concerns and provide direction whenever needed.
 - Conduct performance evaluation of team members and provide feedback for improvements.
 - Build strong working relationships and maintain effective communications with team members also company client.
 - Identify business challenges and suggest appropriate action plans.
 - Develop new business strategies for business growth and revenue generation.
 - Build positive working and learning environment for team members.
 - Resolve all customer issues and ensure to provide outstanding customer services.
 - Prepare budgets, control expenses, and identify revenue opportunities.
 - Assist in employee recruitment, promotion, retention and termination activities.
 - Ensure that teams always follow company policies and procedures.
 - Ensure that all operations in stated location are as per accordance with company standard and procedures.

Dammam

- STC Main Complex – Dammam Head Office
- Jalawiyah STC Outlet
- Majoduie Outlet
- Shaite Outlet
- Dammam After Sales Outlet
- King Fahad Airport STC Outlet
- STC Customer Retail Center

Al Khobar

- STC Regional Office Building
- Doha Work Center Office
- EBU STC outlet
- Azizia Outlet
- Corniche Outlet
- Muntazah Outlet
- Dhahran Mall STC Outlet
- Rashid Mall STC Outlet

Al Qatif

- Qatif STC Outlet

Al Abqaiq

- Abqaiq STC Outlet

Al Ras Tanura

- Ras Tanura STC Outlet

Accomplishment:

- *2019 Implementation Manhole Color Coding*
- *2020 Implementation for Housekeeping- Quarterly Training*
- *2020 Implementation for Steel Plate sign (HV – LV Electrical, Piping, Sewer, Communication)*
- *2020 Design Corona Flyer' for (Hand Sanitizing, Elevator Social Distance)*
- *2020 Implementation Emergency Team for Operation*

Company : **King Fahad Royal Airbase - Project**
Operation Maintenance
Located : Taif, Saudi Arabia
Position : Offbase Manager
Year : March 15, 2017 till July 30, 2019

Responsibilities Handled:

- As **Offbase Manager**;
- Coordinating, leading, and managing projects from initiation to completion
- Preparation and review of utility reports and plans
- Ensure coordination to Royal Saudi Air force contract Representative
- Responsible in monitoring operation and maintenance to stated sites facilities:

Offbase Military Camp & Building facilities

- Arafat Airport
- Yanbu
- Madina Airport
- Hada Domestic
- Afif
- Hanakiya Tropo & Peace Shield
- Weapon Delivery Range
- Bisha

Observation North Site

- Yanbu with (23) locations

Observation South Site

- Alith with (11) locations

Peace Shield Radar

- Baha Radar
- Hanakiya Radar
- Afif Peace Shield
- Tufeel Radar

Al Gaim Compound

- American military Accommodation
- Saudi Military Accommodation
- Responsible in generating Weekly Activity reports for Offbase, Peace Shield and Compound maintenance operation.
- Ensure all operations and procedures, controlling correspondence, designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- dealing with correspondence, complaints, and queries
- preparing letters, presentations, and reports
- supervising and monitoring the work of administrative staff
- liaising with staff, suppliers, and clients
- implementing and maintaining procedures/office administrative systems
- delegating tasks to junior employees
- attending meetings with senior management
- Assisting the organization's HR function by keeping personnel records up to date, arranging interviews.

Accomplishment:

- *2017 Implementation report Weekly & Monthly Submittal thru Email*
 - *2017 Quarterly Inventory (material, part, assets) report*
 - *2018 Implementation manpower routing assignment*
 - *2018 Implementation for dress code for supervisor, technician, cleaners*
 - *2019 implementation Vacation Plan on each site base*
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Company : **Saudi Aramco - Project**
Operation Maintenance
Underground Utility
Located : Dhahran, Saudi Arabia
Position : Unit Manager
Year : September 06, 2016 till March 12, 2017

Responsibilities Handled:

- As **Unit Manager**;
 - Coordinating, leading, and managing projects from initiation to completion.
 - Estimating and quoting Liaising with both internal staff and external clients to ensure project needs are met
 - Preparation and review of utility reports and plans and ensuring that company and client deadlines, commitments and expectations are managed appropriately and within given timeframes and budgets.
 - Ensure coordination of Saudi Aramco Contract Representative and Supervise the mobilization team for Underground Utility Operations & Maintenance Unit Dhahran Saudi Aramco Project.
 - Train new manpower to handle Dhahran Utility Operation & Maintenance activities.
 - Responsible in monitoring the operation for Maintenance & Operation for Aramco Community & Aramco Beach Facilities.
 - Responsible in generating daily Activity reports for underground & Maintenance operation such as (valves box, Fire Hydrant, Sewer Manhole Cleaning, Sewer Cleaning Schedules and completed job for maintenance).
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Company : **Saudi Aramco - Project**
Maintenance & Sewer Cleaning Services
Located : Jubail, Saudi Arabia
Position : Project Manager
Year : March 06, 2012 till February 28, 2017

Responsibilities Handled:

- **As Project Manager;**
 - Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
 - Sites include all coverage, control locations including central and secondary dispatch locations, dumping locations, and generation plant and associated facilities.
 - The detailed schedule will include all project phases and dependencies including at least preliminary engineering, property review and acquisition, detailed design, material procurement, installation.
 - Responsible to track project changes and produces updated site- based schedule as agreed with engineering and project management.
 - Compile summary documents, e.g., Development Plan, management Summary and Target Product Profile. Collect and include contributions of the Team
 - Responsible for work completed Purchase Order will be inputted to Service Entry Sheet (SES) of Aramco.
 - Responsible for Saudi Aramco ID and Sticker for manpower and vehicles required for the project.
 - Responsible to take input from the business analysts and project engineers to develop and maintain the detailed schedule.
 - Prepares daily attendance, weekly, monthly reports for the operation
 - Ensure coordination of Saudi Aramco Contract Representative
 - Team Members, ensure adherence to deadlines.
 - File all project documents (hard and soft copies)

Project Achievement:

- *2016 Best Safety Award Record*
- *2016 Excellent Saudization Award*
- *2015 Excellent Contractor Employees Award*
- *2015 Excellent Saudization Award*
- *2014 Appreciation Award*

Company : **Saudi Aramco Project**
Operation & Maintenance - Al Midra
Located : Dhahran, Saudi Arabia
Position : Concession and Mail Services Manager

Year : February 01, 2011 to March 05, 2012

Responsibilities Handled:

- As **Concession Manager;**
- Manages Concessionaires operations throughout NorthPark Building & Office Services and provides assistance and to ensure provision of high-quality concession services complying with stringent standards of Saudi Arab Government and Company and Environmental Health Rules and Regulations,
- Supervises and monitors concessionaries' representatives in implementing contract/concession terms and conditions, Saudi Aramco Sanitary Codes, Loss Prevention Manual and the Standard Operating Procedures in all divested Community, Building & Office Services facilities
- Includes planning and responsibility for all related non-food supplies in response to emergency situations, participates in the review and evaluation of plans and equipment layout of new facilities and is responsible for requisitioning all required equipment, furniture and maintenance in Central Area and coordinates the procurement of all equipment in other area.
- Overseas customer satisfaction and price survey in food/retail and other concession facilities.

Responsibilities Handled:

- As **Mail Services Manager;**
- Responsible in business mail and personal mail operation in Saudi Aramco
- Perform other mail services such as distribution of SAUDI ARAMCO circular and notices and translate address on the packages from Arabic to English or vice versa.
- Ensure to promptly double-check the right addresses of all misaddressed mails and packages, re-sending them to the correct addresses/locations and ensure that all mails with wrong addresses are properly traced and redirected to the correct addresses to avoid customer's claim of missing, lost and delayed mails. CONTRACTOR shall use SAUDI ARAMCO communication system or telephone directory etc. for correct delivery.
- Label each mail package or envelopes with the department address, building number, box number or an employee name and phone number, as required.
- Handle all mail with insufficient stamp duty or no return address as per the Saudi Postal Regulations.
- Check all local and international outgoing mails that were dropped-in at the mail center mail box to ensure that proper and sufficient postage stamp is affixed and the from/to addresses are clearly written.
- Prepares daily, weekly, monthly mail services reports for the operation.
- Perform other mail services such as distribution of SAUDI ARAMCO circular and notices and translate address on the packages from Arabic to English or vice versa,

Company : **Saudi Pioneers**
Al-Yamama Group Companies
Oil & Gas Division
Located : Dammam, Saudi Arabia
Position : Executive Assistant to Vice President
Year : October 2007 to January 30, 2011

Responsibilities Handled:

- As Executive Assistant in Oil & Gas Division;
 - Direct reporting to Vice President and General Manager for Business Development
 - Coordinating with our clients and partnership of the company
 - Drafting letter, memos and other documents.
 - Preparing expenses report for Saudi Pioneers Oil and Gas Division employees.
 - Responsible for taking the minutes of the meeting whenever if required.
 - Attending telephone calls for Manager and those who are forwarding calls to his line.
 - Ensure to updates the clients & partnership folders etc...
 - Responsible for ordering office stationery items and equipment's.
 - Process and update the contract of company thru the electronic contracting networks such as Saudi Aramco, Saudi Electric Company, SABIC and others respective companies.
 - Responsible for maintaining information files and other confidential record of the company.
 - Handling all office equipment's such as Phone, Printer and Xerox Machines.
 - Responsible for the recruitment and selection process and come up with plans on how to attract, engage retain newly hired employees, do initial screening/ initial interview, ensure that newly hired employees sign their employment contracts.
 - Review the manpower request from the Division Head, and endorse to HR Staff to define the job requirements to meet the service needs of the site.

Accomplishment:

- Develop Saudi Pioneers website for Industrial and Contracting Trading <http://www.spic.com.sa>
- Created letter of all branches of Al Yamama Company

Company : **Saudi Aramco - Project**
Central Community Services Department (CCSD)
Contracts & Concession Administration Unit / Guest Services Division
Located : Dhahran Saudi Arabia
Position : Administrative Executive Secretary

Year : August 2005 to August 2007

Responsibilities Handled:

- As Admin Secretary in Contracts & Concession Administration Unit;
- Preparing monthly / weekly activities for 21 concessionaires located in three regions.
 - Saudi Aramco Eastern Region
 - Saudi Aramco Southern Region
 - Saudi Aramco Northern Region
- Monitoring monthly web menu for Food Concessionaires for Eastern, Southern and Northern region.
 - Arabian Food Supplies
 - Tamimi Global Company Ltd.
 - Tandoori House Restaurant
- Preparing quarterly contractor performance appraisal for (21 active contractor) concessionaires.
- Preparing Monthly Safety reports of Aramco & Contractors.
- Making expense report for Saudi Aramco Employees.
- Time keeping for the Paid volunteer and preparing their monthly timesheets.
- Monitoring for the Concessionaires Rental Payment.
- Preparing transient housing request form for Division employees.
- Drafting letter, memos and other documents for concession.
- Repairing personal computer, printer, Fax machine, Xerox machine and Installation software and hardware.
- Monitoring the monthly statistical sales for 21 concessionaires.
- Validating the request for Vehicles Sticker, Temporary Gate Access, material Gate pass, Saudi Aramco ID request for
 - (Arabian Food Supplies,
 - Al Gosaibi, Tamimi,
 - Coca-Cola,
 - Pepsi Cola,
 - Golden City,
 - Café Najjar,
 - Zulfan,
 - Mohammed Dossary,
 - ADA Laundry,
 - ItHad Laundry,
 - Dh Int'l Hotel Laundry,
 - Son of Ajab Khan,
 - Samir Photographic,
 - Tandoori House Restaurant
 - Dunya Al asfour,
 - Majestic taxi Services).

Accomplishment:

- *Develop Concession Website for Food and Non-Food Concessionaires*
 - *Limited hour for Parking sign located in parking lot*
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Company : **Al Sharq PC Center**
For Maintenance Computers & Repairs
Located : Qatif, Saudi Arabia
Position : Technical Engineer
Year : June 2002 to June 2004

AL SHARQ PC CENTER: computers distribution, electronic supplies, repairing all types of personal computer and main contractor for maintenance of computers in school of Al-Jish Charity for boys and girls, located in Al-Qatif area.

Responsibilities Handled:

- As a Technical Support in Technical Department;
 - Personal Computer Troubleshooting
 - Repairing personal computer, printer and Installation software and hardware.
 - Assembling personal computer and spare parts
 - Personal Computer New/Old System
 - Internet/Network LAN Services
 - Internet Configuration/Installation
 - Networking Configuration/Installation
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Company : **International Net**
For Contracting and Trading
Located : Jubail, Saudi Arabia
Position : Software & Hardware Engineer
Year : November 1999 to December 2001

INTERNATIONAL NET: is one of the Computer Shop, dealer of all type of computer parts, accessories and printers. Main contractor for Maintenance for Pc's & Printer in SABIC & SHARQ Company and others respected company.

Responsibilities Handled:

- As a Technical Support in Technical Department;
 - Personal Computer Troubleshooting
 - Repairing personal computer, printer and Installation software and hardware.
- Programming

- Microsoft Access,
- Visual FoxPro,
- Visual Basic
- System Management
 - Inventory System
 - Selling System
- Internet/Network Services
 - Internet Configuration/Installation
 - Network Configuration/Installation
 - Marketing
- Responsible for Selling items
- Responsible for creating monthly, weekly reports
- Responsible for Dealing Customer Relation

PERSONAL DATA:

Date of Birth : May 21, 1974
 Place of Birth : Samar
 Height : 5' 8"
 Weight : 120 Lbs.
 Sex : Male
 SSS : 33-2878246-3
 TAX/TIN : 904-317-309
 NBI Nos. : V081J9ERAAN0000
 Passport Nos. : P3065220A
 Date Expiry : 15th of May 2022
 Civil Status : Single
 Citizenship : Filipino
 Religion : Roman Catholic
Languages or Dialect you can speak or write: English, Tagalog, Arabic, and Pangasinan

EDUCATIONAL BACKGROUND:

Elementary : San Miguel Elementary School
 Address : San Miguel, Calasiao, Pangasinan
 Date Graduated : Sy - 1987-88

High School : Calasiao Comprehensive National High School
 Address : Poblacion West, Calasiao, Pangasinan
 Date Graduated : Sy- 1990-91

Colleges : Central Colleges of the Philippines
 Address : 52 Aurora Blvd., Quezon City
 Date Graduated : Sy- 1994-95
 Course : Bachelor of Science in Computer Science

TECHNICAL ENVIRONMENT:

Operating System

- ✓ Red Hat
- ✓ Lindows
- ✓ Linux/Unix
- ✓ Kali Linux
- ✓ Macintosh
- ✓ Windows 11', 95', 98', ME Editions, and above (English/Arabic)
- ✓ Windows XP Professional, Home Editions, VISTA, 7 Prof. (English/Arabic)
- ✓ Windows 2000 Professional / Home Editions, NT, Server

Software Application:

- ✓ Windows Processing
- ✓ Microsoft Office Professional
- ✓ Microsoft Text Editor
- ✓ Spreadsheet Application
- ✓ Lotus for Dos/Windows
- ✓ Lotus Smart Suite
- ✓ AS 400 Software
- ✓ Rumba Software
- ✓ SAP – Enterprises
- ✓ SAP – B2B
- ✓ Oracle

Database Management Applications

- ✓ Dbase Programming
- ✓ Visual FoxPro Programming
- ✓ HTML Programming
- ✓ Microsoft Access Programming
- ✓ Visual Basic Programming
- ✓ Web Developing and Design

Graphics Application

- ✓ Photoscape
- ✓ Photo Brush
- ✓ Free Hand
- ✓ Adobe PageMaker
- ✓ Corel Draw
- ✓ PowerPoint Presentation & Animation
- ✓ Visio Graphics and Letterhead Design
- ✓ Real Draw

Communications

- ✓ Internet Connection/Configuration
- ✓ LAN Area Network
- ✓ WAN Wide Area Network
- ✓ VT-Terminal
- ✓ AS 400 Printer

Computer Hardware:

- ✓ Knowledges in Installation of Hardware
 - ✓ Knowledges in Installation of LAN, WI-FI and Networking
 - ✓ Knowledges in Installation of Software
 - ✓ Knowledge's in Assembling Personal Computer
 - ✓ Knowledge's in Repairing Personal Computer (Macintosh, Personal Computer)
 - ✓ Knowledge's in Repairing Printer (Dot Matrix, Laser jet, Bubble jet)
 - ✓ Knowledge's in Repairing Scanner
 - ✓ Knowledge's in Repairing Notebook Computer
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CHARACTER REFERENCE:

Name : Hassan A. Zaineddin
Position : Control and Support Staff', Group Head
Company : Saudi Aramco
Address : Al Mujamma, Dhahran

Name : Bader Al Subaey
Position : OSD, Superintendent
Company : Saudi Aramco
Address : Al Mujamma, Dhahran

Name : Khalid Al Qoraish
Position : Guest Services Division, Administrator
Company : Saudi Aramco
Address : Al Mujamma, Dhahran
