**Personal Information**

*Gender: Male*

*DOB: Oct 9, 1962*

*Marital status: Married*

**Languages**

*Arabic: Native / English: Excellent*

**Education**

* *Diploma in Computer science*

*1980 - 1982 AL- Baironi College*

*Jordan \_ Amman*

**Certification**

* *Occupational Health & Safety Technical certificate.*

### *Jordan Institute for Occupational Health & Safety on Dec 2015 Jordan*

* *Basic First Aid & Fire Fighting*

### *Emirates Technical & Safety Development Centre on July 2011 UAE*

**Professional Summary**

Over 7 years experiences in Facilities Management, and 9 years in Administration, I am keen to collaborate with and support management. Provide leadership and technical expertise to maintain existing procedures and continuous improvement, use different techniques and guidelines to ensure a safe environment around premises, use my skills in the best possible way for achieving the company goals. Analyze information, solves problems and works with minimum supervision.

**Achievements**

* Implement time management rules to reduce time lost during inspection and rectifying issues related to work orders.
* Reduce labors overtime working hours through analysis to required jobs.
* Rectify serious water leak problems in buildings through deep analysis.
* Implement new easy to understand check list for categories in sites.

**Duties & Responsibilities** *as Facilities Supervisor / Acting Facilities Manager*

* Monitor daily activities for “HVAC, Mechanical, Electrical, Plumbing, Carpentry, Civil, Cleaning and Landscaping” services on the facility to ensure quality service and rectifications is being done under **Health and safety** policies set by company and client.
* Ensure that operations are handled within guidelines and procedures fixed by company, and promoting a **professional image** of the company.
* Monitor manpower and work allocations in **support of operations** to ensure that staff resources are maximized, overtime is minimized, all activities are covered and services provided to agreed customer service levels.
* Manage staff in accordance with the agreed policies and budgets of the company and handles all necessary disciplinary matters and staff issues in a timely and appropriate manner.
* Managing, developing and **motivating** **multicultural teams** to most benefit the company in safety and quality service.
* Leading teams of Engineers and skilled technicians for buildings commissioning and snagging check during new projects handover.
* Managing **contractors** and suppliers to achieve the required **facilities maintenance** work within the approved time schedule and budget.
* **Office administration** and **coordination** with head office and HR regarding employee’s vacations, sickness, transportation, overtime and salary.
* Planning and organizing resources to ensure that all work delivered in time, through cost and specifications agreed for, regarding **renovation of apartments or shops**.
* Review and develop **planed preventive maintenance** schedules and **check lists** for HVAC, Mechanical, Electrical, Housekeeping and Landscaping.
* Daily walk through site for inspections.
* Monitor **equipment’s and tools** to assure safety and security policies are being followed.
* Assign necessary tools to technicians and arrange general tools on site.
* Implement and execute management standards and processes for the facility.
* Take responsibility overall facility maintenance “**corrective and preventive**”.
* Ensure that all **facility assets** maintained safely.
* Create new **check lists** for each category to enhance work and improve image of service.
* Ensuring correctness and completeness of work orders assigned from the client.
* Dispatching work orders to maintenance team for execution and completion.
* Redirect the maintenance team to **work priority**.
* Requesting **materials** for completing work orders and apartments refurbishment.
* Ensure availability of **spare parts** and consumables needed.
* Create weekly and monthly **schedules** for staff.
* Closely monitor soft services “housekeeping and landscaping”.
* Make sure that **fire system** is being checked continuously.
* Generate **reports** for incidents, notifications and inspections related to corrections and preventions as required.
* Report to the Operations Manager, Senior Facility Manager and the client Facility Manager.

**Duties & Responsibilities** *as Camp Manager /Camp Boss*

* **Implement** the company **policy and operations procedures**, and respond to the **emergency situations**.
* Supervise **maintenance** and **repairs** on camp premises including plumbing, painting, carpentry, cleaning, AC’s and electrical services.
* Ensure that **housing services** delivered to the occupants in a way that meets their **satisfaction**.
* Make sudden **inspection** for workers rooms in camp to ensure no **illegal activities** or act of indiscipline is being carried according to lows & regulations.
* Coordinate with **safety** department to ensure that camps are **safe to live in**, and inspect the **firefighting system** and **fire extinguishers** regularly.
* Maintain appropriate information **database** and complete records for company accommodations and occupants.
* Ensure that on-going maintenance for all company **accommodations and facilities** is being **delivered on time**, to ensure **safety usage** in coordination with contractors.
* Take responsibility for **camp facilities security** and personnel to ensure **quality service** being delivered.
* Conduct periodic visits to check all outside **company accommodations** are well maintained.
* Oversee works of the **catering** and maintenance company at camp.
* **Inspect kitchens**, mess hall, wash areas and bathrooms to ensure clean and tidy.
* Assumes responsibility for **inventory** and order supplies for maintenance and soft furniture.
* Conduct random **check on projects** to ensure labors in order.
* Manage camp **cash allowance** and do **emergency purchases**.
* Oversee and **follow-up** on the **camp clinic** works.
* Oversee the **arrangements** of drinking water supply and wastewater discharge.
* Cooperate with the **HR department** concerning labors arrivals, departures.
* Oversee **room arrangements**, medical appointments and transportation for new arrivals.
* Conduct **preventive** plan for AC maintenance in camp.
* Redirect the maintenance team to work priority.
* Ensure that all **municipality requirements** are applied.
* Follow up on daily **data sheets** (vehicles movement, time sheets, gate security).
* **Cooperate** with engineers for the benefit of company and labors.

**Work History**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No.** | **Duration** | **Designation** | **Company Name** | **Company Rule** | **Location** | **Reason to leave** | **Manager Name** |
| 1 | June, 2014 -May, 2015 | Camp Manager | Obrascón Huarte Lain OHL Arabia | Railway Construction | Saudi Arabia - Jeddah | Contract Finish | Jose Maria Recio Valencia |
| 1 | Jan, 2012 - Jan, 2014 | Facilities Supervisor | Como FMS/ Shaqab Abela Catering | Facilities Management | Qatar - Doha | Contract Finish | Fred Palmer |
| 2 | Feb, 2011 - Dec, 2011 | Accommodation & Camp Supervisor | Ghantoot | Electrical Contracting | UAE - Abu Dhabi | Job Advancement | Ayman Abu Alamin |
| 3 | Jan, 2008 - Dec, 2010 | Camp Boss | Wafra Construction WAFCO | Construction | UAE - Dubai | Contract Finish | Khamis Abu Haweeleh |
| 4 | Feb, 2002 - Oct, 2007 | Warehouse & Sales Supervisor | Asfoor ice cream factory | Food Manufacturing | Jordan - Zarqa | Job Advancement | Wisam Asfoor |
| 5 | March, 1997 - Dec, 2001 | Admin Executive | Raneem & Partner Trading & Contracting Co | Property Management | Jordan - Zarqa | Job Advancement | Iyad Abu Hassn |
| 6 | May 1993 - Dec, 1996 | Management Assistant | Advanced Tech Corporation | Computers Assembling | Chicago Ill, USA | Company Closed | Zack Saleh |
| 7 | April, 1989 - March, 1993 | Transaction Follow-up | Al Ghanem Trading & contracting Co | Engineering | Jordan - Amman | Job Advancement | Samir Al Ghanem |
| 8 | Oct, 1988 -March 1989 | Purchasing Executive | Kiddy Land Stores | Distribution | Jordan - Zarqa | Job Advancement | Ziad Abu Shahab |
| 9 | Feb, 1987 - Sept, 1988 | Show Room Sales | Imad Furniture | Sales | Jordan - Amman | Job Advancement | Kamil Khouri |
| 10 | March, 1985 - Nov, 1986 | Sales Agent | American Life insurance co ALICO | Insurance | Jordan - Amman | Job Advancement | Jack Abu Khader |