**Abdulrahman**

**Email:** **abdulrahman-395020@2freemail.com**

Visa Status: Visitor

**CAREER OBJECTIVE:**

I am a well-organized confident, creative and dynamic Building Management specialist, holding Computer Hardware Engineer degrees, blend with versatile 17 years of experience in Kingdom of Saudi Arabia. While exploring different industries and environment, I have become a self-directed individual and strong team player who can add values to the respective organization by applying enormous experience and skills. Seeking a challenging position in a dynamic organization to play a pivotal role in driving organizational objectives.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **in Jeddah, KSA**

**Tenure:** **Nov 2012 – May 2019**

**Designations:** **Building Management system operator**

**Responsibilities:**

* Scheduled team for planned preventive maintenance.
* Monitor the building management system all the branches, arrange as per required 3rd party contactor.
* Record and data log all kind of event.
* Arranged daily report and submit to superior.
* Perform daily auditing of plant performance by utilizing the facilities built on the building management system (BMS) e.g. data logging, plant review, alarm manager status, etc.
* Analyse reasons of power failure of plant, provides specific diagnostic problem analysis and specify the necessary remedial actions for Supervisor's approval.
* Use the historical logged data of various branches to review the system and propose improvements.
* Program the BMS and PPM system and other branches (e.g. standby power generator, diesel driven firefighting pump, fire alarm system, etc.) for automatic periodic testing.

**Organization:**

**Tenure:**

**Designations:**

**in Jeddah, KSA**

**June 2010 – September 2012 Medical Insurance Coordinator**

**Responsibilities:**

* Independently manages all billing functions by collecting and entering data into the financial system.
* Creates invoices for submission and resolves billing issues as they arise.
* Responsible for coordinating and supporting initiatives relative to the evaluation, processing and handling of claims for an organization.
* Responsible for filing and tracking insurance claims and informing employees of their claims status.
* Maintains strict confidentiality related to medical records and other data
* To coordinate and co-operate with colleagues and other related departments for smooth running of operations.

**Organization:**

**Tenure:**

**Designations:**

**in Jeddah, KSA**

**February 2008 – April 2010**

**Assistant in HR Department**

**Responsibilities:**

* Provide assistance and support internal and external HR related inquiries or requests.
* Serve as point of contact with benefit vendors and administrators.
* Schedule meetings, interviews, HR events and maintain agendas.
* Coordinate training sessions and seminars.
* Perform orientations and update records of new staff.
* Keep up-to-date with the latest HR trends and best practice.

**Organization:**

**Tenure:**

**Designations:**

**in Jeddah, KSA**

**March 2005 – December 2007**

**Assistant in Billing Department**

**Responsibilities:**

* Arrange documents for clients. Generating reconciled and duplicate bills and compiling the weekly and monthly bills and send these statements to the clients.
* Collects cash checks against bills receivable and makes payments to the vendors. Records the details of the payments and makes the entry into the accounts or informs the accounting staff to make the necessary entries.
* Follow up bills to the clients.

**Organization:**

**Tenure:**

**Designations:**

**in Jeddah, KSA**

**January 2002 – December 2004**

**Hardware Technician in Networking Department**

**Responsibilities:**

* Designing and installing well-functioning computer networks, connections and cabling
* Performing troubleshooting to system failures and identify bottlenecks to ensure long term efficiency of network
* Testing and configuring software and maintain and repair hardware and peripheral devices

**ACADEMIC EDUCATION:**

* Diploma in Hardware and Trouble Shooting
* Diploma in Computer Hardware Engineering
* Matriculation

**COMPUTER AND TECHNICAL SKILLS:**

* Microsoft Office
* Windows 98, 2000, XP, Vista, 7, 10

**OTHER SKILLS:**

**Communication**: Ability to present and explain information and ideas developed throughout my studiesand Work Experiences, specifically presenting projects to professors/fellow students through working on committees. I have developed negotiation and persuasive skills. Client facing skills of listening, clarifying, explaining developed when formalizing client requirements into a specification for a project.

**Language:** Arabic, Urdu, English

**HOBBIES:**

* Web Browsing Searching.
* Playing Football
* Reading books
* Travelling and new adventure loving

**PERSONAL DETAILS:**

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| DOB | : | 12th June 1977 |
| Nationality | : | Indian |
| Birth Place | : | Kingdom of Saudi Arabia |
| Marital status | : | Married |
| Language | : | Arabic (fluent), English, Urdu/Hindi |