

# BANDAR HAWSAWI

## OBJECTIVE

Creative and detail-oriented Facility Coordinator with a passion for supporting all facilities activities. An exceptional leader accomplished at overseeing building and equipment maintenance, skilled in scheduling preventative maintenance tasks and reacting to maintenance emergencies, as well as planning, implementing and overseeing companies employee safety at work, adept in ensuring that the company is in compliance and adheres to Occupational Health and Safety (OHS) guidelines to reduce work-related injuries. Seeking a stable, challenging, and rewarding position, where my diverse skills and knowledge would be utilized and expanded to become a great asset to the employer while growing on a professional and personal level.

## EXPERIENCE

### Engineering Assistant - Facilities Coordinator Building Management System (BMS) Operator

Johns Hopkins Aramco Healthcare | Jan 2016 - Present.

- Managing building and equipment maintenance schedules.
- Responding to urgent maintenance calls.
- Preparing for emergencies by creating building evacuation and other action plans.
- Testing building security systems and promoting safety within the building.
- Managing equipment and supply needs, including furniture, telecommunications, kitchen appliances, office equipment and supplies, and climate control.
- Liaising with vendors and suppliers on behalf of senior managers.
- Reporting to the Facilities Manager regularly.
- Supervising cleaning crews and maintenance workers.
- Documenting processes and keeping maintenance records.
- Monitoring maintenance budget spending.
- Understanding and carrying out all tasks given by the Senior Engineer.
- Performing regular inspections of equipment and scheduling maintenance or repairs & assisting different staff or engineering teams
- Attending weekly (EOC Round) Environment of Care Rounds.
- Inspecting inventory and reporting inconsistencies as well as ordering more materials.

## CONTACT

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[Bandar Hawsawi](#)

## EDUCATION

### Bachelor's Degree in Project Management

Everyone's Smart University  
Expected Graduation Date | 2024.

### Associate Degree in Business and Management

Jeddah College of Technology | 2009.  
GPA: 3.75 out of 5.

## SKILLS

- Facilities Coordination
- Safety Management
- Project Management
- Risk Management
- Operation Management
- Operations Supervision
- Strategic Planning
- Business Development
- Process Improvement
- Quality Control
- Problem Troubleshooting
- Data Analysis
- Attention to Details
- Critical Thinking
- Emotional Intelligence
- SAP system & Success Factor
- Honeywell Fire alarm & BMS system

## LANGUAGES

- Arabic: Native.
- English: Intermediate.

## **Human Resources Coordinator**

**Mohawaren Railway Services Co. | Jul 2013 - Jul 2015.**

- Assisting with all internal and external Human Resources related inquiries or requests.
- Maintaining both hard and digital copies of employees' records.
- Assisting with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assisting with performance management procedures.
- Scheduling meetings, interviews, Human Resources events and maintaining agendas.
- Coordinating training sessions and seminars.
- Performing orientations and updating records of new staff.
- Producing and submitting reports on general Human Resources activity.
- Assisting with payroll and ad-hoc Human Resources projects.
- Keeping up-to-date with the latest Human Resources trends and best practices.

## **Administrative Assistant**

**ALFalak Electronic Equipment and Supplies Co. In Saudi Aramco Medical Services Organization (SAMSO Project)  
Dec 2011 - Jun 2013.**

- Handling office tasks, such as filing, generating reports and presentations, setting up meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others to ensure their seamless and positive experience.
- Locksmith – Laser Engraving machine operator.

## **Customer Service Representative**

**King Abdulaziz Intention Airport | 2008 - 2011.**

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## **COURSES AND CERTIFICATES**

- Project Management Professional (PMP)<sup>®</sup> Certificate | No: 2896617
  - Lean Six Sigma Black Belt - Fire and Rescue Basics - Strategic Planning Skills - Personal Planning Skills.
  - National Examination Board in Occupational Safety and Health (NEBOSH) International General Certificate | No: 00591479
  - Work Permit Issuer Certificate | No: 09695. - Fire Alarm System Operation Fundamental.
  - Open Water Scuba Diving License | Professional Association of Diving Instructors (PADI).
  - Occupational Health and Safety Management System ISO 45001 | 2018.
  - Handling of Hazardous Materials (HAZMAT) as per National Fire Protection Association (NFPA) 472
  - Project Risk Management as per Project Management Institute (PMI) Practice Standard
  - Occupational Safety and Health (OSHA) Standards - Enterprise Building Integrator Operator Training
  - Human Resource Management Skills and Basics - Business Continuity Management
  - Building Management System (BMS) - Building Management System Introduction.
  - Professional P6 Primavera - Disaster Triage - Coaching Training Program (Level 1)
  - Institution of Occupational Safety and Health (IOSH) Managing Safely.
  - Occupational Safety and Health Administration (OSHA) Safety at Work.
  - Cooperative Training Certificate | King Abdulaziz University - 2009.
  - Cooperative Training Certificate | Commercial Secondary Institute - 2006.
  - General Industry Occupational Safety and Health Administration (OSHA) Compliance.
  - Firefighting equipment Inspection and evaluation course (SBC 801).
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