



HAITHAM ALAMRI

CONTACT

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Riyadh

SKILLS

- Communication .
- Negotiation
- Critical Thinking
- Operational Efficiency
- Oversee Administrative Functions
- Operations Oversight
- Manage Operations

CAREER OBJECTIVE

Highly skilled professional with experience in operations related to property, facility managements .

EXPERIENCE

March 2023 - Present

Mall Manager

OPM

- Managing Localizer mall Property and facility operation .
- Managing 5 Properties as part of portfolio.

March 2022 - January 2023

Property Manager

Rafal real State Development

- Managed daily administrative tasks, including tenant relations and rent collections.
- Provided customer service support by responding promptly to inquiries or requests from tenants.
- Investigated complaints, disturbances and violations and resolved issues.

June 2021 - February 2022

corporate services executive

Unifonic

- Consistently met performance goals set forth by management team members.
- Delivered high-quality service by adhering to organizational policies and procedures.
- Implemented strategies to increase customer satisfaction levels by providing prompt responses.

February 2019 - May 2021

property manager

Rabia Rafal HOA

- managing all administration activity
- Supervise all FM service provider on daily basis .
- Government relation .
- voting and MOM of Board member and tenant communication .

November 2017 - January 2019

property supervisor

Madar FM

- supervise all FM activity & 3rd party contracts
- Supervise daily operation task & PPM schedule.
- managing works order and contractor , permit , visitor .

June 2012 - October 2017

assistance manager

KSU

- Riyadh manage & coordinate events & meeting .

EDUCATION

July 2021

HR diploma

King Saud University Riyadh

CERTIFICATIONS

- Facility Manager professional By MEFMA
- HOA Manager By SREI

REFERENCES

References available upon request