

WALEED ALTOWAIRISH

OPERATION & MAINTENANCE MANAGER

CONTACTS



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LANGUAGES

ARABIC



ENGLISH



EDUCATION

FACILITY MANAGEMENT PROFISSIONAL (FMP)

Saudi Real Estate Institute

NETWORKING

New Horizon CLC College

MECHANICAL ENGINEER - UNDERGRADUATE

University of Arizona

PROFESSIONAL PROFILE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

EXPERIENCE

OPERATION & MAINTENANCE SUPERVISOR

[2017-2019]

Al Rafahiyah Properties Company

Duties/ Responsibilities:

- o Oversees the day-to-day operations of the maintenance department.
- o Evaluates systems or facilities to determine maintenance or repairs that need to be performed.
- o Assesses building systems to plan work assignments and project schedules.
- o Develops maintenance procedures and schedules.
- o Ensures maintenance and repair work is completed correctly and in a timely manner.
- o Assists with departmental budget estimates and costs of specific repair projects.
- o Hires and trains maintenance department staff.
- o Organizes and oversees the schedules and work of maintenance staff.
- o Conducts performance evaluations that are timely and constructive.
- o Performs other related duties as assigned.
- o Maintain records, including inventory, personnel, orders, supplies, and maintenance documentation.

HUMAN RESOURCE MANAGEMENT

[2014-2017]

Telal Al Dhahran Contracting

Duties/ Responsibilities:

- o Oversee daily duties of Laborers to ensure that quality standards are being met and proper procedures are being followed.
- o Give guidance to Laborers in handling errors, problems, complaints and/or disputes.
- o Performance analyses of Laborers.
- o Coordinate work schedules and duty assignments

EXPERIENCE - CONTINUED -

- o Implement company or departmental policies, procedures and quality/service standards
- o Maintaining employee records such as time cards, leave requests, and personnel files.
- o Other tasks and assignments as determined by the General Manager.

CAR SALESMAN - AUTO PARTS SUPERVISOR

[2012-2013]

Auto Mobile Cars, Inc., Houston, TX

SUPERVISOR

[2010-2011]

Sonoran Gardens, Inc., Tucson, AZ

STAFF MANAGER & CHIEF

[2009-2010]

McDonald's, Tucson, AZ

TALLER

[2008-2009]

Walls Fargo Bank, Tucson, AZ

TECHNICIAN- FIBER OPTICS SPLICING

[2002-2006]

Digital Connection Co. LTD.