

MARWAN AL-SAYYED

HOUSING MANAGER

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Date of Birth: 13 July 1982 | **Nationality:** Lebanese | **Marital Status:** Married

PROFESSIONAL SUMMARY

Highly accomplished Housing & Facility Management Professional with over 20 years of progressive experience across Saudi Arabia and the UAE. Proven expertise in overseeing large-scale accommodation facilities, camp operations, and hospitality services for thousands of personnel. Skilled in budgeting, crisis management, vendor negotiation, facility inspections, and regulatory compliance. Adept at leading cross-functional teams and driving operational excellence in high-pressure environments while ensuring health, safety, and environmental (HSE) standards. Committed to enhancing workforce welfare and delivering cost-effective, sustainable housing solutions.

PROFESSIONAL EXPERIENCE

Housing Manager

Mawarid Food Company – Riyadh, KSA

September 2015 - Present

- Led housing mobilization and demobilization processes, ensuring alignment with project timelines.
- Implemented rigorous health, safety, and hygiene inspections, maintaining full compliance with industry standards.
- Managed housing budgets, cost control, and procurement of essential services, including cleaning, security, and manpower.
- Administered housing agreements with landlords and ensured legal compliance in tenancy contracts.
- Coordinated operations with HR, procurement, and maintenance departments for seamless facility management.
- Supervised housing allocation, caretaking, and workforce support to optimize living conditions.
- Enforced on-site security measures and handled emergency response protocols effectively.
- Directed preventive and corrective maintenance programs across all residential and recreational facilities.
- Evaluated and implemented housing improvements to enhance standards and efficiency.
- Maintained accurate housing records to ensure seamless tracking, reporting, and data accessibility.

Labor Camp In-Charge

EI Seif Engineering & Contracting Co. – Tabouk, KSA

April 2014 - September 2015

- Managed daily operations of a labor camp serving 3,500+ occupants, ensuring regulatory compliance, high living standards, and seamless logistics and resident support services.
- Supervised a cross-functional team (admin, data entry, housekeeping), while coordinating with construction teams to mobilize all camp facilities including catering, laundry, recreation, and religious areas.
- Handled procurement workflows, purchase requests, and inventory reporting, while preparing monthly expense reports with finance and audit teams.
- Ensured workplace safety and hygiene by collaborating with Safety Department, managing fleet operations, and overseeing subcontracted services (water, sewage).
- Directed catering operations, ensuring food quality, staff oversight, supply compliance, and adherence to contractual standards.

Acting Camp Responsible

Saudi Oger LTD. – Riyadh, KSA

July 2009 – March 2014

- Managed operations for a high-capacity camp housing over 17,000 personnel for the PNU Project.
- Oversaw daily housing activities, fleet operations, logistics, and support services.
- Led a team of 170 staff across multiple departments, including administration, housekeeping, and maintenance.
- Monitored performance of critical personnel and ensured effective documentation and compliance.
- Supervised technical and maintenance contract execution, ensuring quality standards.
- Identified and addressed health and safety risks, enforcing regulatory compliance.
- Managed emergency fleet scheduling and rapid deployment of workforce transportation.
- Oversaw catering service management, maintaining food quality control and contract compliance.

Catering Officer / Administrator

June 2007 – February 2009

Oger Dubai LTD. – Al Ain, Dubai & Abu Dhabi, UAE

- Served as Catering In-Charge for a high-capacity kitchen operation serving over 8,000 personnel.
- Conducted quality audits and compliance inspections for food preparation and hygiene protocols.
- Managed administrative coordination, logistics, and duty roster planning across Dubai, Abu Dhabi, and Al Ain projects.
- Led the mobilization of new Abu Dhabi operations, handling management correspondence and workforce logistics.

Hospitality & Catering Roles

June 2000 – February 2006

Phoenicia Intercontinental Hotel – Beirut, Lebanon

- Part of pre-opening team for Phoenicia IC 2000, contributing to operational setup and logistics.
- Gained hands-on expertise in food service administration, hygiene management, and banquet operations.
- Developed strong client communication and service adaptation skills in dynamic hospitality environments.

EDUCATION

Diploma in General Accounting & Computer Programming

Berkeley College, Beirut, Lebanon – June 1999

TRAINING & COURSES

- **Advanced Computer Training:** MS Office, Word, Excel, PowerPoint
- **English for Business Communication** – American Language Center, Beirut (2001–2002)
- **Advanced Business English** – Wall Street Institute, Beirut

CERTIFICATES

- Certificate of Achievement - **Member of the Team who Re-opened IC Phoenicia Hotel Beirut (2000)**
- Certificate of Achievement as for **contributing to the success of IX Francophonie 2002 Summit (2002)**
- Certificate of Achievement as for **outstanding support and contribution in receiving 5 International Awards(2004)**
- Certificate of Achievement as for **contributing to the success of 14th Arab League Summit (2002)**
- Certificate of Achievement as for **contributing in receiving the 2002 PRESIDENT’S Award (Middle East –South Africa) (2002)**
- Recommendation letter for my good performance of **fulfilling my duties during the employment period in Lindian village Hotel & Resort – Rhodos / Greece. (2006)**

TECHNICAL SKILLS

- Facility & Housing Operations Management
- Camp Mobilization & Demobilization
- Budget Development & Cost Optimization
- Preventive & Corrective Maintenance Planning
- Vendor & Contract Negotiation
- Procurement & Supply Chain Coordination
- HSE Standards & Regulatory Compliance
- Fleet & Transport Operations
- Records Management & Documentation Control
- Service Quality Auditing (Catering, Cleaning, Security)
- Property Inspection & Asset Tracking
- Inventory and Resource Planning

SOFTWARE PROFICIENCY

- MS Office 365 (Excel, Word, Outlook, PowerPoint)
- Dynamics ERP
- MenaMe (HR & payroll platform)
- Canva Pro (Design & Content Editing)
- Filmora 14.5 (Video Editing)
- Zoom / Microsoft Teams

SOFT SKILLS

- Strong Leadership & Team Supervision
- Excellent Communication & Interpersonal Skills
- High Attention to Detail & Accuracy
- Time Management & Multitasking
- Strategic Thinking & Decision-Making
- Crisis Resolution & Accountability
- Professionalism Under Pressure
- Cross-Departmental Collaboration
- Strong Work Ethic & Integrity
- Continuous Learning & Self-Development

LANGUAGE

- Arabic - Native language
- English - Fluent