




# MUHAMMAD WAQAR ABDULLAH

## CONTACT

-  Tabuk, Current address Saudi Arabia 47312
-  +966583979609
-  Waqarabdullah84@gmail.com

## SKILLS

- Accommodation & Facilities Management
- Transportation & Fleet Coordination
- HVAC, Electrical & Plumbing Oversight
- Vendor & Contractor Management
- Catering & Food Service Operations
- Travel & Ticketing Coordination
- Petty Cash Handling & Budgeting
- Site Logistics & Labor Mobilization
- Office & Admin Services
- Procurement & Maintenance Planning
- Reporting & Documentation
- Multilingual Communication (EN/UR/AR)

## LANGUAGES

English: B2

Upper Intermediate

Arabic: A1

Intermediate

Urdu: C1

Advanced

Hindi: C1

Advanced

## SUMMARY

Experienced and dedicated Facilities and General Services Professional with over **9 years of progressive experience** in logistics, maintenance supervision, accommodation operations, and office services across major construction and infrastructure projects in Saudi Arabia. Proven track record in managing multi-site facilities, coordinating transportation, handling third-party vendor contracts, and ensuring smooth daily operations. Adept in multitasking, problem-solving, and delivering high standards under pressure.

## PROFESSIONAL EXPERIENCE

**General Services Officer, Webuild South Connector Project, NEOM 2023 – Present** - Tabuk, Saudi Arabia

### Key Responsibilities:

#### Accommodation & Facility Management:

- Managed end-to-end operations for six rented staff and worker accommodation buildings, ensuring comfortable, hygienic, and safe living environments.
- Handled rental contracts, renewals, maintenance requests, and budgeting in coordination with third-party service providers.
- Supervised daily housekeeping, drinking water supply, pest control, waste management, and periodic facility inspections.
- Oversaw room allocations, mobilization and demobilization of personnel, and maintained detailed occupancy records.

#### Transportation & Fleet Coordination:

- Planned and executed daily transport schedules for staff and workers, including airport pickups, site transfers, and shuttle services.
- Managed third-party contracts for buses, minivans, and coasters; coordinated scheduling and route planning.
- Maintained and monitored a fleet of light vehicles from rental providers, including preventive maintenance, repair tracking, and vehicle mobilization/demobilization.
- Handled vehicle documentation and authorization on the TAMM platform in compliance with company and regulatory standards.

#### Catering & Food Service Operations:

- Coordinated with catering companies to ensure high-quality food delivery for over 500+ staff and workers across multiple sites.
- Managed daily food requests based on headcounts, customized menus as per cultural and dietary requirements, and ensured timely delivery for lunch on sites and breakfast/dinner in accommodations.

- Conducted regular feedback surveys to monitor satisfaction and took corrective action as needed.

#### **Travel & Logistics Support:**

- Organized hotel bookings and air travel for business trips, onboarding, and offboarding employees, working in close coordination with approved travel agencies.
- Ensured all travel arrangements aligned with project schedules and company policies, while maintaining accurate records for invoicing and reporting.
- Verified and submitted travel invoices to the finance department for timely processing.

#### **Office & Administrative Support:**

- Managed daily office operations including workspace allocation, facility setup, stationery supply, office cleaning, and drinking water services.
- Supported department heads in organizing meetings, office logistics, and minor procurement tasks.
- Ensured smooth coordination between HR, Finance, Procurement, and HSE departments for cross-functional service needs.

#### **Maintenance & Technical Services:**

- Lead a dedicated maintenance team responsible for plumbing, electrical, and air conditioning systems across accommodation and office sites.
- Coordinate preventive and emergency maintenance tasks, ensuring minimal downtime and optimal facility conditions.
- Monitor service quality, assign daily tasks, and manage vendor interactions for specialized technical repairs.

#### **Additional Contributions:**

- Played a key role in improving accommodation inspection processes and reducing maintenance response time by 30%.
- Successfully renegotiated service contracts, achieving cost savings without compromising quality.
- Maintained high employee satisfaction scores through proactive service delivery and attention to detail.
- Handled company-assigned petty cash for minor daily purchases, such as tools, cleaning supplies, office materials, and urgent site needs, maintaining accurate records and submitting timely reports.

### **Facilities Maintenance Supervisor, MAJID ALOUD Co., Riyadh – Head Office & 150+ Branches Across Saudi Arabia 2022 – 2023**

#### **Key Responsibilities:**

- Supervised maintenance operations across the head office and more than 150 retail branches throughout the Kingdom of Saudi Arabia.
- Led a team of technicians (HVAC, electrical, plumbing, and general maintenance) to ensure prompt response and resolution of facility issues.
- Planned and implemented preventive maintenance schedules to reduce downtime and extend the life of building systems and equipment.
- Monitored HVAC systems, handled major troubleshooting, repairs, and seasonal servicing to maintain optimal temperature and air quality across all branches.
- Managed emergency maintenance requests and ensured rapid action in coordination with regional branch managers.
- Oversaw subcontractors and third-party service providers for

specialized maintenance tasks, ensuring quality control and contract compliance.

- Conducted regular inspections, created maintenance reports, and maintained detailed logs of all activities.
- Prepared maintenance budgets, monitored expenses, and ensured cost-effective operations within defined limits.
- Coordinated with the procurement team for materials, spare parts, and equipment required for repairs or upgrades.
- Entrusted with petty cash management to facilitate quick procurement of materials, tools, and minor repair parts for ongoing maintenance needs across branches, ensuring cost control and accountability.

**Achievements:**

- Successfully streamlined maintenance workflows, reducing average response time for branch issues by over 40%.
- Implemented a digital maintenance tracking system, improving transparency and accountability across all regions.
- Led HVAC system upgrades across 25+ key branches, resulting in improved energy efficiency and customer comfort.
- Recognized by senior management for improving maintenance efficiency and reducing operational disruptions during peak business seasons.

**Logistics Specialist, ALBAWANI.co 2016 – 2022**

**Key Responsibilities:**

- Managed and supervised all aspects of worker accommodations, including room allocations, furniture setup, water supply, facility cleanliness, and maintenance coordination.
- Collaborated closely with the Accommodation Manager to ensure smooth operations across multiple worker housing sites.
- Arranged and monitored daily transportation for staff and workers, ensuring timely pick-ups, drop-offs, and equipment/material transfers between sites.
- Handled logistics-related documentation and maintained accurate records for vehicle usage, movement schedules, and accommodation inventories.
- Coordinated with third-party vendors for services such as maintenance, housekeeping, and transport operations.
- Ensured that all accommodation sites were compliant with company standards for health, safety, and comfort.
- Provided support for mobilization and demobilization of labor teams, including accommodation readiness and transport arrangements.
- Managed petty cash for accommodation and logistics-related purchases including furniture, water supply, and transport-related supplies; maintained clear expense tracking and regular financial reporting.

**Achievements:**

- Played a key role in maintaining smooth daily logistics for over 500+ workers across various project sites in Riyadh.
- Improved coordination between transport and accommodation teams, reducing delays and enhancing overall operational efficiency.
- Maintained consistently high occupancy and satisfaction levels through proactive facility and logistics management.

**CERTIFICATIONS**

- Driving License

## EDUCATION

**B.com:** 03/2013 - 03/2015

**Govt College University** – Faisalabad

**Intermediate,** 01/2011 – 01-2013

**Govt College Faisalabad**

GPA: 1st division

**Diploma HVAC,** 06/2011

**Vocational Training Institute**

**Secondary School Certificate,** 01/2009 - 2011

**Govt School High school**

GPA: 1st division

## HOBBIES AND INTERESTS

- Novel/Story Writing
- Reading