

Musaad Al-Mutlaq

Riyadh, Saudi Arabia | musaadshafi@gmail.com | +966500705502 | <https://www.linkedin.com/in/musaad-almutlaq>

Professional Summary

Security and Safety Manager with over 8 years of experience in government, transportation, and corporate sectors. Skilled in developing security strategies, executing emergency plans, and coordinating with regulatory and law-enforcement agencies. Proven ability to enhance safety procedures, optimize incident handling, and strengthen organizational resilience. Holder of the Project Management Professional (PMP®) certification with advanced training in crisis management and first aid. Dedicated to maintaining secure, compliant, and high-performance environments aligned with Saudi Vision 2030.

Professional Experience

Security Manager – Facility Management

FMCO (Operating at Qiddiya Project) | Riyadh, Saudi Arabia

Oct 2025 – Present

- Lead site security operations for the residential compound within the [QIDDIYA] Project under the Facilities Management scope, ensuring full compliance with regulatory, safety, and client requirements.
- Develop and implement emergency response and crisis management plans; coordinate drills and inspections with Saudi Civil Defense and relevant authorities.
- Oversee security systems performance (CCTV, access control, intrusion alarms) and ensure operational readiness at all times.
- Prepare incident reports, risk assessments, and security performance reports for FMCO and client management.
- Coordinate closely with FM, HSE, and contractor teams to maintain secure daily operations across the compound.

Security Operations Manager

Digital City KSA | Riyadh, Saudi Arabia

Feb 2025 – Oct 2025

- Managed deployment and scheduling of on-site security staff across key facilities.
- Oversaw CCTV operations, access control systems, and daily incident reporting.
- Coordinated security coverage for events and VIP movements with internal teams.

Security Manager

Digital City KSA | Riyadh, Saudi Arabia

Jan 2024 – Feb 2025

- Implemented site-wide security procedures aligned with governmental safety standards.
- Conducted risk assessments and updated preventive safety and evacuation plans.
- Introduced smart ID-based visitor access improving control and operational security.
- Supervised crowd safety and emergency readiness during national cultural events.
- Handled real-time incidents and coordinated responses with municipal authorities.

- Audited compliance with official safety and vendor regulations.

Security Supervisor

Public Transportation Company | Riyadh, Saudi Arabia

2019 – 2024

- Managed daily security across transport terminals, depots, and housing sites.
- Investigated incidents through CCTV review ensuring rapid corrective action.
- Trained 20+ officers in emergency response and first-aid procedures.

General Supervisor

Abdullah Al-Sayed Contracting Company | Riyadh, Saudi Arabia

2017 – 2022

- Oversaw warehouse security operations and guard scheduling efficiency.
- Prepared daily safety reports and resolved site safety concerns promptly.
- Mediated field conflicts between staff and contractors to maintain workflow.

Core Skills

- **Security Operations:** Access Control, CCTV Monitoring, Incident Response, Facility Protection, Patrol Supervision, Emergency Coordination, Security Reporting
- **Safety & Compliance:** Risk Assessment, Emergency Procedures, Regulatory Compliance, Fire Safety, Safety Auditing, Incident Investigation, Workplace Safety
- **Leadership & Supervision:** Shift Scheduling, Team Management, Performance Monitoring, Training, Conflict Resolution, Staff Motivation, Operational Planning
- **Tools & Technology:** Surveillance Systems, Alarm Systems, Smart ID Access, Microsoft Office, Radio Communication, Security Dashboard, Incident Tracking

Education

Higher Diploma in Governance and Internal Audit

King Saud University – Riyadh, Saudi Arabia | Graduated Jun 2023

Diploma in Data Entry & Word Processing

Technical and Vocational Training Corporation – Riyadh, Saudi Arabia | Graduated May 2021

Bachelor's Degree in English Language

Imam Muhammad Ibn Saud Islamic University – Riyadh, Saudi Arabia | Graduated Jan 2020

Certifications

- **Project Management Professional (PMP®)** – PMI | ID: 4065516 | Issued Mar 2025 | Expires Mar 2028
- **Emergency Response License** – Rescuer Association
- **Advanced First Aid & CPR** – Rescuer Association
- **English Language Proficiency** – PELA USA & Saudi Academy

Languages

Arabic: Native

English: Fluent