

Contact

Phone

0593829413

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Education

Higher Secondary School Certificate, 2014
Board of Intermediate and Secondary
Education - Multan, Pakistan
Secondary School Certificate, 2012
Board of Intermediate and Secondary Education -
Multan, Pakistan

SKILLS

Building Maintenance Supervise HVAC,
electrical, plumbing, and general
maintenance tasks.
Deep cleaning techniques
Inventory replenishment
Training and mentoring
Quality Assurance Use CAFM or manual
systems to track and resolve maintenance
requests.
Health and safety compliance
Cleaning and sanitation
Performance improvements
MS Office proficiency (Word, Excel) Strong
communication Multi-tasking and team player
Organized and punctual

AWARDS & ACHIEVEMENTS

CERTIFICATIONS

Received Best Employee Award from EMAAR.

Exceptional Delivery in Advancing Customer
Experience (Q3 2018).

Cleaning supervisor CPD (UK)

Approved Courses - ISO Management Systems
(Credential ID 12784-144662-138793)

Fundamentals of Agile Project Management

<https://www.credly.com/go/4WJj09ZH> Project

Management Support Certificate

[https://olympus.mygreatlearning.com/courses/
66443/certificate](https://olympus.mygreatlearning.com/courses/66443/certificate)

Understanding Chemical Hazard Pictograms

Certificate ID: afuuod67zu

Understanding PPE Certificate ID: a5wxghcpkl

Understanding Color-Coding

Certificate ID: uiliepvoxob

Understanding Chemical Hazard

Certificate ID: afuuod67zu

Child Protection Basics for International Schools

<https://www.myeducare.com/local/course>

Child Protection for International Schools

information/ id=374&code=uGNBre

Languages:

English. Arabic. Urdu. Hindi. Punjabi

Muhammad Raheel

FM & Cleaning Supervisor

Facilities Management and Cleaning Supervisor with 8+ years of experience managing cleaning operations, supervising teams, and maintaining high standards of hygiene and safety. Skilled in staff coordination, inspection, reporting, and ensuring compliance with FM and HSE requirements while delivering consistent, high-quality service.

Experience

FM Supervisor / Housekeeping Supervisor

OCS Group, Saudi Arabia 01/2022 - Present

- Lead and supervise daily facilities management, housekeeping, and waste management operations, ensuring high standards of cleanliness and service delivery across assigned sites.
- Optimized operational efficiency by reducing material and equipment wastage through proper usage training and monitoring.
- Planned and coordinated staff rosters, shift schedules, and task allocation, building efficient and reliable teams to meet operational demands.
- Delivered on-the-job training and performance guidance to cleaning staff, resulting in improved service quality and higher client satisfaction.
- Conducted regular HSE inspections and risk assessments, ensuring strict compliance with health, safety, and hygiene regulations.
- Monitored weekly inventory levels of cleaning materials and consumables, placing timely replenishment orders to avoid service interruptions.
- Maintained detailed inspection reports and operational records, addressing issues promptly and implementing corrective actions.
- Acted as a key point of contact between site teams, management, and clients to ensure smooth daily operations.

Waste Management / Housekeeping Supervisor Sahil International Company, Saudi Arabia

04/2021 - 12/2021

- Supervised daily waste management and housekeeping activities, ensuring adherence to cleanliness and hygiene standards.
- Estimated operational costs, prepared reports, and maintained accurate records for management review.
- Observed worker activities to ensure health and safety compliance, identifying gaps and implementing corrective measures.
- Enforced consistently high standards of cleanliness, contributing to excellent client satisfaction.
- Directed and coordinated the work of laborers and specialist team members to achieve quality results within timelines.
- Worked closely with management to manage staffing levels and allocate resources in line with operational and production plans.

FM / Housekeeping Supervisor Cit Company Limited, Saudi Arabia

11/2017 - 03/2021

- Supervised daily facilities management and housekeeping operations, ensuring smooth service delivery and adherence to company standards.
- Monitored cleaning materials and supply levels, maintaining a proactive approach to prevent shortages and avoid service disruptions.
- Fostered a team-oriented work environment through clear communication, staff coordination, and effective conflict resolution.
- Enhanced workplace safety standards, contributing to a reduction in accidents and near-miss incidents.
- Communicated and implemented updates to internal policies and procedures, ensuring ongoing compliance and operational consistency.
- Supervised worker activities and strictly enforced health and safety regulations across all assigned areas.
- Conducted routine site inspections and addressed non-compliance issues with corrective actions.

PROFESSIONAL PROJECTS

King Abdullah Economic City (Nov-2017 to Apr-2019)

Al Ula RCU Project (Apr-2019 to Dec-2020).

Neom Project (Dec-2020 to Mar-2021)

King Abdullah Economic city (Apr 2021 - Dec 2021)

kings college Riyadh (2022 To 2025)