

ZYAD AHMAD ALMSAWE

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Career Objective

Operations Specialist with experience in supervising and coordinating site operations across multiple projects. Skilled in team coordination, workflow management, contractor supervision, and operational reporting. Experienced in ensuring compliance with company policies, safety standards, and quality requirements. Strong organizational, problem-solving, and communication skills, with the ability to adapt quickly to new environments.

EDUCATION

- Yanbu Technical Institute – Diploma Industrial Pipefitting Technician

License

- International License OSHA Health and Safety – NASP
- Saudi Council of Engineers

PROFESSIONAL EXPERIENCE

PRO FM – Operations Supervisor | 2023 – 2025

- Supervised daily site operations and ensured smooth workflow across all departments.
- Coordinated with different teams to achieve operational targets and resolve on-site challenges.
- Maintained records of operations, reports, and performance evaluations.
- Conducted regular inspections to ensure adherence to company policies and operational standards.
- Monitored contractors and vendors to ensure compliance with project timelines and quality requirements.

DB Security – Operations Coordinator | 2022 – 2023

- Oversaw site operations and coordinated between management and field staff.
- Assisted in planning and executing daily activities to ensure efficiency and productivity.
- Handled reports, incident logs, and documentation related to operations.
- Supported management in resource allocation and workforce supervision.

Work Projects

- Falconry Exhibition 2023
- Kingdom Arena 2023
- Wonder Garden 2023
- Automotive Conference 2023
- Little Asia 2023
- Formula One 2024
- City Walk 2024
- Wonder Garden 2024
- Formula One 2025
- City Walk 2025

Certificates and Courses

- The Occupational Safety and Health (OSHA)
- Security Supervisor Training
- Maintaining Good Relationship in the Workplace
- Conversational English Skills for Beginners

SKILLS

Professional & Technical Skills:

- Site operations supervision
- Workflow management
- Contractor & vendor monitoring
- Operational reporting & documentation
- Safety & quality compliance
- Event & project coordination

Personal Skills:

- Team leadership and collaboration
- Problem-solving & decision-making
- Adaptability and quick learning
- Effective communication
- Time management & organizational skills

LANGUAGES

- Arabic: Native
- English: Good