

Contact

saudi Arabia
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Top Skills

Image Management
Documentation
Organization Skills

Languages

Hindi (Native or Bilingual)
Urdu (Native or Bilingual)
Arabic (Limited Working)
English (Professional Working)

Certifications

Hospitality Luxury Brand Management
Six Sigma Tools for Analyze
Talent Acquisition
Logistics Excellence
Payroll & HR Management

Publications

Financial Distress in the Glass Industry of Pakistan , Using Altaman's Z score

Muhammad Taimoor

Project Coordinator | MBA in Finance | Ex Banking Services Manager

Jeddah, Makkah, Saudi Arabia

Summary

At Derna Facilities Management, I coordinate project operations with a focus on reporting, staff management, and resource oversight. By streamlining invoice approvals and attendance tracking, I contribute to operational efficiency and support service delivery in hospitality and cleaning activities.

My MBA in Finance from Bahauddin Zakariya University complements my organizational and budgeting skills. Motivated to drive impactful outcomes, I leverage my expertise in documentation and image management to support dynamic initiatives.

Experience

Derna Facilities Management

Project Coordinator

February 2025 - Present (9 months)

Jeddah, Makkah, Saudi Arabia

In my role at Derna Facilities Management, I effectively coordinated both hard and soft services operations, ensuring seamless facility management across all aspects. My responsibilities included overseeing soft services such as hospitality, cleaning, and security, where I implemented systems to improve service delivery, boost customer satisfaction, and maintain a high standard of cleanliness and safety.

I also played a key role in hard services, ensuring the proper maintenance and functionality of critical building infrastructure, including electrical, mechanical, and HVAC systems. This required regular inspections, overseeing maintenance schedules, and liaising with technical teams to promptly address any operational issues, thereby minimizing downtime.

By streamlining invoice approvals, attendance tracking, and resource management, I improved efficiency across both service types, and proactively guided supervisors to ensure quality service delivery. My knowledge of CAFM

systems supported my ability to optimize workflows and ensure both hard and soft services ran smoothly.

Allied Bank Limited

Banking Services Manager

February 2021 - December 2024 (3 years 11 months)

I successfully led banking operations at Allied Bank Limited, driving compliance and service quality.

Enhanced staff productivity through effective oversight of daily activities, including support staff.

Implemented quality assurance protocols that improved customer satisfaction and branch environment.

Developed strong leadership skills while fostering a collaborative team atmosphere.

Possess a strong knowledge of service quality standards and practices, ensuring consistent, high-level customer experience across all banking operations.

DG Cement Company Limited

Accounts Assistant

July 2018 - September 2020 (2 years 3 months)

Pakistan

In my role at DG Cement Company Limited, I was responsible for ensuring the accuracy of financial records and facilitating smooth daily operations. I prepared statutory accounts and managed financial spreadsheets, which streamlined processes and improved overall efficiency. My attention to detail in recording cash transactions significantly enhanced the company's financial management.

Education

Bahauddin Zakariya University

Master of Business Administration, Finance · (2014 - 2018)

Bahauddin Zakariya University

Bachelor of Commerce, Accounts & Finance · (September 2012 - September 2014)