



Tariq S. AlRubaiee

CONTACT

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Saudi

Married

PERSONAL INFORMATION

Marital Status: Married,

Nationality: Saudi

Birth Date: 1973,

SKILLS

- High-Value Project Management
- Cost Control
- Contract Review and Recommendations
- Global and Strategic Sourcing
- Productivity Improvement
- Budgeting and Forecasting
- Risk Management
- Staff Retention
- Organized and Efficient
- Vendor Sourcing
- Relationship Building
- KPI Review and Proper Justifying
- Technical Writing
- Quality Management

PROFESSIONAL SUMMARY

Experienced and Driven engineering services professional with expertise in (Project & Facility) management, analysis, and planning. Almost (23) years of intensive Construction, Operation Maintenance, and Senior Management skills. Ability in collaborating with all stakeholders of a Project or Organization to achieve Business and Financial objectives. Capability in improving processes, reporting methods, and implementing analytical solutions. Experienced specialist with a passion for delivering outstanding service. Self-motivated, team player with strong organizational and interpersonal skills. Always looking to learn new skills, take on extra responsibilities, and grow professionally. Experienced in training and mentoring new members of staff. Confident public speaker with experience of giving presentations and training sessions. Have worked in busy, pressurized environments where high standards are expected.

WORK HISTORY

Project Director 08/2021 - Current
Enova by Veolia - Dammam, Saudi

- Manage the project site activities,
- Maintaining the profits as per the company expectations,
- Supervised and delegated tasks to a team of [30] people,
- Tracked and communicated project status, timelines, budgets and action items from project inception to delivery,
- Built positive, productive relationships with internal and external stakeholders through outstanding client management skills,
- Secured new business opportunities by conducting research and networking,
- Negotiated with suppliers to reduce costs,
- Achieved high client satisfaction through consistent delivery and communication,
- Interviewed and hired top-performing talent team,
- Conducted technical and customer meetings, increasing communication and strengthening stakeholder relationships.

Vice President Advisor & Director of Pro, O&M, Sup
King Faisal University, KFU - Al-Hasa, Saudi 11/2016 - 08/2021

- Directed staff and managed annual capital budget.
- Hired and directed teams to achieve daily and long-term operations and business goals.
- Trained and managed team of developers and

- Construction Project Expertise
- Research and Development
- Client Rapport

CERTIFICATIONS

- **MEMBER** , Project Management Professional (**PMP**) certified, by **PMI** (Project Management Institute), PMP# : **2977480** Issued on January **27, 2021**.
- **MEMBER** , Facility Management Professional (**FMP**) certified, by **IFMA** (International Facility Management Association), FMP # : **1113673** Issued on **July 13, 2020**.
- **MEMBER** , Saudi Council of Engineers (**SCE**) certified as, **CONSULTANT** , Serial# : **7209** (KSA), **2002**

EDUCATION

MASTER IN ENGINEERING:

Building Engineering, 11/2010
DAMMAM UNIVERSITY –
 Dammam, Eastern Province
 GPA: **4.79** out of **5** , with -
Excellent Grade

BACHELOR OF ARCHITECTURE:

Building Engineering, 07/1999
KING FAISAL UNIVERSITY –
 Dammam, Eastern Province
 GPA: **3.90** out of **5** , with - **Very**
Good Grade

LANGUAGES

Arabic: Native language

English: C2

Master or proficient

HONORS AND RECOGNITION

- **EMPLOYEE OF THE YEAR**, given by **Prince Khalid Al-Faisal**, Aseer Principdom (**2004**).
- **APPRECIATION CERTIFICATE**, given by **Executive Regional**

discussed issues to provide resolution and apply best practices.

- Created annual budget and developed comprehensive plan to accomplish university objectives while staying within budget.
- Managed daily operations while overseeing multiple locations to foster increased productivity.
- Worked closely with organizational leadership and board of directors to strategically affect operational direction.
- Assisted university executives during decision-making process by compiling daily reports to suggest corrective action.
- Collaborated with management and fellow supervisors to organize operations and achieve demanding schedule targets.
- Developed processes and procedures for Vice Presidency departments and General Department of Project, Maintenance and Support Services.
- Established performance goals for each department and provided feedback on methods for reaching those milestones.
- Worked closely with organizational leadership and board of directors to strategically affect operational direction.
- Monitored office workflow and administrative processes to keep operations running smoothly.
- Recruited and managed senior staff with focus on delivering clear results.
- Managed daily operations of [1500] contractor's manpower supervising SR[50,000,000] annually contract cost.
- Directed day-to-day work of [300] employees and motivated teams to exceed objectives.
- Worked with board of directors to establish objectives and decisively lead operations.
- Served as official representative of organization to public groups or government agencies.

Projects General Manager

06/2014 - 11/2016

Building Vision Consultant Office, (BVCO) - Al-Khobar, Saudi

- Monitored and evaluated teams, identifying and targeting opportunities for improvement.
- Identified and solved complex strategy problems to drive organizational goals.
- Communicated with external [stakeholders] to ensure [Consultations] business was meeting daily and monthly forecasts.
- Limited financial discrepancies, reviewing and approving billing invoices and expense reports.
- Created effective organizational systems for reports, agendas, contracts and records.
- Delivered customized and effective solutions to clients that met unique demands.
- Boosted profit opportunities, conducting cost, schedule, contract performance, variance and risk analysis procedures for corrective action.

Director, at King Abdulaziz Hospital- National Guard Health Affairs - **(2012)**.

- **APPRECIATION CERTIFICATE**, given by **Vic President**, at King Faisal University - **(2021)**

REFERENCES

- **Dr. Mutalq M. AlOtabie**, KING FAISAL UNIVERSITY
- **Engr. Osama Y. AlBaghli**, KING FAISAL UNIVERSITY
- **Dr. Ibrahim D. Al-Shahrani**, NATIONAL GUARD HEALTH AFFAIRS
- **Engr. Waseem AlAlwei**, NATIONAL GUARD HEALTH AFFAIRS.

- Delivered business strategy and developed systems and procedures to improve quality and efficiency of operations.
- Implemented effective customer service procedures to encourage positive feedback.
- Created and implemented highly effective and individualized solutions for clients.
- Enhanced resource allocations while monitoring expenses.
- Audited quality systems for optimal efficiency and compliance.
- Developed and implemented a high-quality work environment as measured through employee satisfaction ratings.
- Set project timelines and kept teams on task to complete milestones according to schedule.

Project Field Manager 11/2006 - 05/2014
King Abdulaziz Hospital, NGHA - Al-Hasa, Saudi

- Oversee daily performance of the project department, main contractors and subcontractor's staff
- Plan the overall program and monitor the progress to make sure those milestones are being met across
- Supervised, monitor and control the projects processes till closing
- Improve policies and procedures of the department and updated it
- Estimate the needed projects budgets
- Monitor and control the project's budget and deliver a mid-year finance progress to the Executive Director
- Ensure that project deliverables are implemented according to the scope and NGHA standards
- Direct daily work activities including ongoing project, engineers, contractors, sub-contractors, and vendors.
- Established plans governing production policies, daily operations, and long-term planning.
- Collected regular customer and employee feedback, interpreting findings to enable corrective action.
- Minimized discrepancies by effectively training employees on best practices, policies and procedures.
- Examined problem-solving strategies, highlighting development opportunities to improve organizational operations.

Assistant Project Manager 02/2005 - 11/2006
Saudi American Bank, (SAMBA) - Al-Khobar, Saudi

- Oversee daily performance of the project department, main contractors and subcontractor's staff
- Develop of strategic solutions to an organization growth and/or consolidation needs, overseeing the full range of integrated management services for pre-design, design, tender, construction, and post- construction phases
- Documented the cost-effective concept design process, increase the benefits of new materials by applying the construction methods, in the interest of client's business needs and image

- Direct in-depth reviewing of designs, BOQ, cost effective, tender process, awarding via well-defined terms and conditions, leading to successful completion within approved cost, quality and time frame.
- Led and motivated talented project teams, consistently achieving against KPIs.
- Achieved high client satisfaction through consistent delivery and communication.
- Interviewed and hired top-performing talent.

Head of Maintenance Section & Architect Engineer

Ministry Of Education, (MOE) - Abha, 11/1999 - 01/2005
Saudi

- Oversee monthly performance of contractors and subcontractors
- Develop the work management plans for the operation maintenance contracts
- Direct & coordinate with field and internal staff of the section
- Supervise and monitor the ministry projects in Asir District
- Consult on other significant projects of the Ministry
- Estimate the new projects and maintenance contract budget.
- Drove continuous performance improvement by constantly controlling and monitoring the implementation of measures.
- Conducted regular safety and quality checks to ensure stable manufacturing operations.
- Maximized department knowledge by implementing training programmers adapted to individual learning preferences.

Quantity Surveyor Engineer

08/1999 - 11/1999

Consulting Design Engineering, (CDE) - Al-Khobar, Saudi

- Inspect the actual site and prepare the project quantities
- Monitor the projects' quantities, estimate expected quantities
- Submit the progress report to the department head.

PROJECT COST

Project Management :

- **King Saud University (KSU)**, (National Guard Health Affair), **cost= 800,000,00 SR**
- **Special Medical Center (SMC)**, (King Abdulaziz Hospital), **cost= 430,000,000 SR**

Facility Management :

- **King Faisal University (KFU)**, (Hard & Soft) Services Contract, **cost= 120,000,000 SR**
- **King Fahad International Airport (KFIA)**, (Hard) Services Contract, **cost=185,000,000 SR**