

FAISAL AL-QAHTANI

F/Q

PROFILE INFO

I seek to enhance and develop my skills in the scientific and practical fields, to upgrade the work organization to the highest levels of excellence, and to be part of and supportive of the organization by applying what I know of academic skills and knowledge.

WORK EXPERIENCE

2018 – 2023

Al-Buruz Contracting Est

Worker Supervisor

- Compiling staff rotas, dealing with leave requests and arranging cover when necessary
- Planning workloads, allocating tasks and monitoring progress against targets
- Briefing their teams on new initiatives, changes to targets and company news
- Maintaining safety standards, conducting risk assessments, ensuring staff have adequate first aid and fire safety training
- Training new hires and providing direction and feedback to staff
- Conducting performance evaluations and providing constructive feedback to enhance staff productivity.
- Developing and implementing operational policies to align with the company's standards and objectives.
- Managing budgets and ensuring resources are allocated effectively for maximum efficiency.
- Resolving conflicts between staff members and fostering a positive work environment.
- Liaising with other departments to ensure smooth interdepartmental operations.
- Keeping up-to-date with industry trends and implementing new strategies to stay competitive.
- Organizing team-building activities to boost morale and improve team cohesion.
- Handling customer complaints and ensuring high levels of customer satisfaction.
- Reporting to senior management on team performance, operational issues, and business opportunities.



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Saudi Arabia, Jeddah

MY SKILLS

Decision Making

Communication

Delegation

Trustworthiness

Adaptability

Problem Solving

critical thinking

TEAMWORK

LOYALTY

INTEGRITY

REFRANCE

FAISAL AL-QAHTANI

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Education

Diploma

Specialization: Tourism and

Hotels

Average: 4.82 out of 5

Graduation date: 02/05/1445