



ABDEL JABAR CHIHI

GENERAL SERVICES COORDINATOR

CONTACT

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-  Doha, Qatar

RELEVANT SKILLS

- MS Office
- Executive support and management
- Spreadsheets/reports
- Office and records
- Project management
- Facility management

PROFILE

I am a highly motivated and ambitious individual who approaches any task or situation with maturity and responsibility. With over 10 years of experience in administration, project management, and general services, I excel at working collaboratively with others to achieve objectives in a timely manner.

WORK EXPERIENCE

General services coordinator

Marafeq Qatar

2022- Present

- Handle day-to-day activities related to general services section such as: FM maintenance of offices and plants of Marafeq Qatar: Main offices 2 floors at Lusail Marina, Hub offices 2 floors at Lusail, 2 floors at boulevard Lusail, 2 Gas Plants, 3 cooling stations.
- Ensure provision of support to the business in day-to-day requests and activities including Materials purchasing, deliveries, collections.
- Coordinate the transportation services required at Marafeq Qatar to ensure that all vehicles both managed and rented on behalf of Marafeq Qatar are safe, well maintained.
- Provision of office equipment including stock checking, controls, repair, storage, and transportation to maintain a safe and usable office working environment.
- Assist in planning and management of office layout, coordination with suppliers and responsible for organizational process related to equipment and materials required for our plants and station.
- Facilitate support for the organization of events, catering.
- Follow all relevant departmental policies, processes, standard operating procedures, and instructions so that work is carried out in a controlled and consistent manner.
- Contribute to the identification of opportunities for continuous improvement and sustainability of systems.
- Controlling the processes and practices considering global standards, productivity improvement and cost reduction of General services Department.
- Preparing all documents of purchase request (PR, Single source, Scope of work, compliance sheet, Evaluation Report) and flowing the approval of raised PO via ERP system.
- Preparing the weekly report of General services department including the status of contracts (Leasing vehicles, Staff accommodation, security services, Hospitality services...).

Project Coordinator

QMT / Ooredoo

2014-2022

- Coordinating 4 projects at once with Ooredoo - 235 Staff.
- Managing daily operations and staff overtime
- Select the Team, Vehicle and Materials needed for each maintenance sent it from Ooredoo
- Making Gate pass for the needed sites access, (QP, Ooredoo, MOI Area, QAF ...)

LANGUAGES

English

Arabic

French

REFERENCES

Ahmed khalafalh

Ooredoo Project director

☎ +974 50022210

Mohamed Al Hemaidi

General Services Manager

☎ +974 55460000

- Making weekly report include the status of all activities.
- Updating lists of Gate pass for each project
- Arranging with the Project Manager all requests sent it from leader teams about (adding staff, materials, vehicles, or budget) before taking approval from General Manager and Director..
- Scheduling weekly meetings with ooredoo management to discuss work progress.
- Coordinating with helpdesk for rooting maintenance and call out during a specific period of time
- Managing all administrative business related to ooredoo projects(Public relations, Ministry approvals, HR related tasks, reports, arranging meetings with projects directors to evaluate projects' progress.
- Follow up of operational and workers complaints which either refer to the Ministry of Labor or the court depending on the conflict type

Staff Admin

Qatar Multi tech group, Local Dealer of Arab

2013-2014

Digital Distribution

- Making weekly and monthly report to ensure the stability of our projects.
- Maintain Company spreadsheets and Payrolls.
- Monthly update of staff details (gate pass, work permit, working hours..)
- Responsible for organizational process related to vehicles, equipment and tools need it for rigging projects.

EDUCATION HISTORY



Masters of Business Litigation

Faculty of Juridical, Political and Social Sciences in Tunisia



Bachelor's degree

Faculty of Juridical, Political and Social Science in Tunisia

CERTIFICATIONS



Certified Facility Manager (CFM) ITC/CFM10594

Icon Training Centre



Flight Safety Training

HIA



First Aid Certification

Qatar Multitech