

REY DIEZ

Jeddah, Saudi Arabia • (+966)530545620 • rey.diez92@gmail.com

PROFESSIONAL SUMMARY

Reliable Maintenance Supervisor offering years of experience overseeing maintenance and janitorial team tasks. Hardworking and diligent in developing and enforcing adherence to maintenance schedules. Committed to reducing risks and promoting workplace safety through improved safety training.

SKILLS

- Skilled Maintenance and repair
- Troubleshooting malfunctions
- Facilities maintenance
- Skilled at using hand and power tools
- Employee performance assessment
- Repair requirements determination
- Proficient knowledge in AutoCad
- Inventory replenishment
- Reading blueprints
- Budgeting
- Material Requisition
- Forklift operator
- Accident and injury investigation
- Visual inspection
- Schedule preparation
- Safety compliance
- Estimate
- Scheduling

PROFESSIONAL EXPERIENCE

Electro Saudi Services Ltd.

Riyadh City, Saudi Arabia

MAINTENANCE SUPERVISOR

Nov 2022 - Present

- Managed a team of 12 building maintenance technicians by overseeing all maintenance operations within a high-end royal hangar facility.
- Delegated tasks to carefully selected employees in alignment with resource management goals.
- Supervised daily operations, including employee performance, preventive maintenance and safety.
- Trained staff to deliver high-quality cleaning services and boost customer satisfaction.
- Scheduled repair and maintenance of machines, tools and equipment to support continuous production operation.
- Monitored weekly cleaning supply usage, promptly placing refill orders to minimize delays to services.
- Maintained sufficient stock of supplies, equipment, and followed policies, standards.
- Diagnosed equipment malfunctions and performed repairs to restore equipment and maintain uptime.
- Inspected facilities to determine problems and schedule necessary maintenance.
- Inspected cleaning quality to achieve pristine standards.
- Maintained strict health and safety compliance through diligent inspections, mitigating potential risks.

- Maintained clear and safe workspace areas to meet OSHA standards.
- Monitored inventory and ordered needed supplies to meet demand for repairs.

ASIAF Development Company

Riyadh City, Saudi Arabia

MAINTENANCE SUPERVISOR

Aug 2021 - Nov 2022

- Supervised and scheduled maintenance jobs for 34 maintenance technicians in the first month of employment.
- Developed and executed a comprehensive training program for new hires, increasing their on-the-job efficiency by 25% and contributing to a 15% reduction in workplace accidents.
- Performed preventive maintenance on machinery, improving operational efficiency and longevity of the machines by 12 months.
- Trained new hires and supervised a team of 12 building maintenance technicians.
- Worked with maintenance manager to plan preventive maintenance and cleaning schedules.
- Replaced defective parts and adjusted equipment for optimal performance.
- Repaired and replaced damaged structural elements, including floorboards, ceiling tiles, drywall, and carpet.

Makati Development Corporation

Makati City, Philippines

MEP FIELD ENGINEER

Mar 2015 - Feb 2020

- Orchestrated and synchronized daily activities with MEP subcontractors, ensuring adherence to work schedules and driving progress towards project milestones; resulting in a 20% reduction in overall construction timeline.
- Monitored and tracked MEP sequence of works from 1st, 2nd, 3rd, final fix and test.
- Daily site inspection and verify progress of work at site and prepare report.
- Witnessed the testing and commissioning for all MEP services and equipment.
- Ensured the effective and reliable performance of all system and networks for full operation.

EDUCATION

University of Bohol

Tagbilaran City, Bohol

Bachelor of Science in Mechanical Engineering

Mar 2014

CERTIFICATIONS

- NCII Microsoft Office February 2024
- Member of Saudi Council of Engineers December 2022
- Attended Philippine Society of Mechanical Engineers Seminars & Training October 2019
- Licensed Mechanical Engineer Passed October 2014
- Internship Program in Refrigeration & Air-conditioning System April 2013