

Akib Ali

Facility Operations Coordinator
Jeddah, Saudi Arabia | leghari.de



PERSONAL INFORMATION

Name : Akib Ali
Date of birth : 16.02.1988
Nationality : Pakistani
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PROFESSIONAL SUMMARY

Organized and versatile **Facility Operations Coordinator** with over four years of experience managing apartment turnovers, maintenance coordination, and digital building documentation. Skilled in precise measurements, material estimation, and supervising teams in tiling, painting, plumbing, and electrical tasks. Experienced in logistics, procurement, and CCTV/NVR setup. Proven ability to reduce costs through accurate planning and strict inventory control. Motivated to apply technical and administrative strengths within facility management roles in Germany.

PROFESSIONAL EXPERIENCE

Zamzam Omar M, Badriek | Jeddah, Saudi Arabia
Facility Operations Coordinator | 12.2021 - present

Digital Systems & Technology-Based Facility Management:

- **CAFM & Workflow Digitization:** Digitally and physically scanned, organized, and archived invoices using structured systems.
- **Payroll Administration:** Managed comprehensive salary records to guarantee highly precise, timely, and secure distribution.
- **Inventory Control:** Monitored stock levels, ensured material availability, and prevented operational delays.
- **Procurement:** Selected, evaluated, and purchased maintenance materials (Plumbing, Electrical, Hardware) according to specifications.
- **Security & Network Systems:** Installed, configured, and maintained CCTV, NVR, and automated access systems.

On-Site Maintenance & Property Operations:

- **Apartment Turnovers:** Coordinated all renovation and maintenance workflows for vacant units to ensure move-in readiness.
- **Tiling Work:** Performed precise measurements, calculated material needs, and supervised workers for accurate alignment.

- **Painting Work:** Executed precise wall surface measurements and calculated exact material quantities to ensure high-quality, cost-effective project delivery.
- **General Repairs:** Supervised multi-disciplinary teams executing doors, locks, plumbing, and electrical repairs to maintain peak property standards.

PROFESSIONAL EDUCATION

University of Sindh, Jamshoro, Pakistan

Bachelor of Computer Science (2008–2011)

CORE SKILLS

Digitization & CAFM:	Digital data entry, document management, structured archiving, invoice and payroll record handling.
Technical & Trade Skills:	Surface measurement, material estimation, cost per m ² , supervision of tiling, painting, plumbing, electrical, and locksmith tasks.
Procurement & Logistics:	Inventory checks, vendor evaluation, material quantity verification, coordinated supply management.
Security Systems:	CCTV/NVR planning, installation, testing, digital storage management, and continuous recording configuration.
Software Skills:	Excel, Word, MS Access, Oracle SQL, website updates, server monitoring, domain and hosting management.
Facility Management:	Structured documentation and support of technical building operations.

LANGUAGES

Englisch	- B2
Deutsch	- A1

VISA & AVAILABILITY

Fully prepared to independently organize and complete all legal steps for a German work visa.

- **Earliest start date:** 01.12.2026 | Ready for complete relocation to Germany.

Jeddah, Saudi Arabia, date 27.07.2026

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