

To,
Human Resource Director,



Subject: - Applying for the position Of **Maintenance Forman.**

I have significant, professional experience in construction field. During my career I have participated in more than 5 projects, all of them were successful

Please find attached my CV for your kind review and approval, and I have **8 years of Experience** as **Electrical Forman.**

I would welcome the opportunity to talk to you and I hope that you will invite me for an interview. I thank you for your time and I look forward to hearing from you.

Yours Sincerely,

Mohammed Sami

Khobar, KSA.

Mobile: +966-53-273-5101

Email: Sami.md101@gmail.com
Mohammed.sami@azmeel.com

Curriculum vitae

Mohammed Sami
Mob # +966-53-273-5101
Sami.md101@gmail.com
Mohammed.sami@azmeel.com

Objective

A highly talented Electrical Forman with over 8 years' experience in installing, maintaining, and repairing electrical wiring, equipment, and fixtures, ensuring that work is in accordance with relevant codes; installing and servicing street lights, intercom systems, and electrical control systems.

Work Experience

Present Job – Saudi Arabia (Khobar)

- **Maintenance Forman - (South Dhahran Housing Ownership Project Package 6- Saudi ARAMCO)**

Khobar - September/2018 – Till date

1. Projects with Azmeel Contracting Company

- **Maintaining of Villas**: - Working as **Maintenance Forman** with all the below responsibilities

Project Details:-

Consultant: - Aramco
Contractor: - Azmeel Contracting Company
Location: - Dhahran, KSA

Responsibilities:

- Inspect facilities periodically to determine problems and necessary maintenance
- Prepare weekly maintenance schedules and allocate work
- Recruit, supervise and train maintenance technicians
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Inspect and maintain building systems (heating, ventilation etc.)
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations

2. Projects with Azmeel Contracting Company

- ***Maintenance General Forman - (Mutrafiah Housing project – MA'ADEN)***

Jubail- December / 2015 – October 2018

- **Maintaining of Villas:** - Working as ***Maintenance Forman*** with all the below responsibilities

Project Details:-

Consultant: - ***MA'ADEN - SAUDI ARABIAN MINING COMPANY***
Contractor: - ***Azmeel Contracting Company***
Location: - ***Jubal KSA***

Responsibilities:

- Inspect facilities periodically to determine problems and necessary maintenance
- Prepare weekly maintenance schedules and allocate work
- Recruit, supervise and train maintenance technicians
- Hire and supervise tradesmen during installations, repairs or maintenance (electricians, plumbers etc.)
- Inspect and maintain building systems (heating, ventilation etc.)
- Contribute to the development of maintenance budget and ensure compliance
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations

3. Projects with Azmeel Contracting Company

- **Electrical Forman – (716 C02 Project – Royal Commission)**

Jubail- July / 2012 – November 2015

- **Infra Works:** - Working as **Electrical Forman** with all the below responsibilities

Project Details:-

Consultant: - **Royal Commission**
Contractor: - **Azmeel Contracting Company**
Location: - **Jubal KSA**

Responsibilities:

- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
- Connect wires to circuit breakers, transformers, or other components.
- Construct and fabricate parts, using hand tools and specifications.
- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Install ground leads and connect power cables to equipment, such as motors.
- Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Plan layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and local codes.
- Repair or replace wiring, equipment, and fixtures, using hand tools and power tools
Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure

Other professional skills in software functionality

- Capable of using MS-word, Excel etc.
- Basic computer hardware assembling an
- Capable of using other customized software's in construction management.

Strengths, Abilities & Interests.

- Quick learner with the precise understanding of Business.
- Hard working.
- Effective communication skills with ability to build cordial relation with all the team members, clients and management.
- Self-determined to work in challenging and demanding environments.

Educational Qualifications

<i>Qualification</i>	<i>Board/ University</i>
Intermediate. (2 years)	Chaitanya Junior Collage
Mobile Engineering Course	Noble Institute
Computer Hardware Course	Noble Institute
MS-Project.	Microsoft project management

Personal Profile

Name	Mohammed Sami
Date of birth	12-01-1991
Gender	Male
Religion	Islam
Driving license	Indian / KSA
Marital status	Married
Nationality	Indian
Languages known	English, Hindi, Telugu Arabic and Urdu
Iqama	Transferable iqama
Current Location	Khobar