**SANCHO T. MARIGMEN**

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| OBJECTIVE |

Looking for suitable opportunity to lead a team of FM Soft Services professionals, where I can explore my skill-sets, and bring them to effective use for achieving organizational objectives by providing clients and customers, professional and efficient services.

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| SUMMARY OF QUALIFICATION |

* More than 7 years of extensive work experience in Soft Services FM (Cleaning/Housekeeping).
* Managing the overall soft services operations of commercial and residential aspects with objective to ensure smooth and efficient services are provided in a professional manner with appropriate compliance, standards and regulations to all clients.
* Valid driving License of KSA.

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| COMPUTER SKILLS |

Microsoft Word, Excel, PowerPoint, Outlook Express, Scanning technology, Advance Internet Research

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| WORK EXPERIENCES |

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| **KING ABDULLAH FINANCIAL DISTRICT****PROPERTY AND ASSET MANAGEMENT, KSA****JONES LANG LASALLE****RIYADH****SOFT SERVICES INSPECTOR**December 31, 2017-July 31,2019 |
| * Overseeing complete Soft Services operations in providing facilities services to clients.
* Responsible for achieving agreed contracted SLA`s and KPI`s through closing PPM & reactive tasks in due closing time.
* To plan, supervise and coordinate the day to day operational control and coordinate of office and building support services.
* • To administer work schedules for an entire section or team as per contract agreement.
* To ensure that the requirements of the contract are met. This will include meeting Service Level Agreement (SLAs) or Key Performance Indicators (KPIs), Cleaning and Housekeeping services, and waste disposal.
* Responsible for monitoring and reporting of service level agreements and key performance indicators internal and external, also tracking of risks/rewards mechanisms.Responsible for monitoring of supply contractors service delivery and customer interface on a day to day basis.
* Demonstrates leadership and management skills to motivate, coach and mentor team
* Treats all contractors equitably and ethically.
* Report to the site Facilities Manager on all operational and administrative needs of my area of responsibility.
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| **FNRCO (FIRST NATIONAL COMPANY)****ALSTOM TRANSPORT METRO PROJECT****FACILTY MANAGEMENT DEPARTMENT****RIYADH****CLEANING SUPERVISOR**December 31, 2017-December 31, 2018 |
| Responsible for the preparation of all cleaning procedures and checklists.In charge for the preparation of cleaning schedule for 12 site offices Riyadh wide.Responsible for hiring, training of new cleaning staffs.Making all estimations and purchasing regarding housekeeping materials and equipment.Conduct daily meeting and briefings regarding cleaning issues and upcoming company memos to resolve any staff issues regarding complaints and ongoing special project.Daily monitoring and inspection on all sites to maintain the highest cleaning standards.Implementation of preventive cleaning maintenance aside from daily routines such as façade and carpet cleaning as per schedule.On call with the facility manager for any cleaning related issues such as urgent job order for cleaning and client request.Daily reporting regarding daily accomplishments to the Facility Manager.Monthly timesheet for cleaning staffs.Month expenses report regarding all cleaning expenses. |

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| **RUBAIYAT MODERN LUXURY CO.****RIYADH****CLEANING SUPERVISOR**August 2017 – December 2017 |
| Responsible for the cleanliness 40 plus VIP luxury brand store Riyadhwide including GUCCI, EMPORIA ARMANI AND DOLCE AND GABBANA.Preparing daily, weekly, monthly, and quarterly cleaning schedules.Purchasing of cleaning machines and materials.Daily inspection to achieve the highest standard of cleaning.Training for new employees.Reporting daily to facility manager |
| **HOMEFIX MAINTENANCE AND CLEANING EST.****4496 PRINCE METIB ROAD ALFIRDAWS, DAMMAM, SAUDI ARABIA****HOUSEKEEPING SUPERVISOR**DECEMBER 21, 2016 – August 2017 |
| * In charge of housekeeping department, reporting directly to CEO.
* In charge of creating cleaning procedures for the housekeeping department.
* I am responsible for planning and execution of housekeeping programs.
* Receiving job order for cleaning and visit potential client for assessment and estimation.
* Preparing the cost analysis and quotation for customer approval.
* Preparing daily, weekly and monthly schedule for cleaning services.
* Preparing formal and non-formal letters for clients.
* Preparing daily, weekly and monthly reports such as timesheets, daily accomplishments and inventories.
* Attend meeting with the CEO to receive special orders and conduct meeting to cleaning staff.
* Ensure proper filings for Housekeeping Department.
* Request of materials for incoming job orders and projects.
* Supervision and inspection in site of cleaning staff to ensure highest standards of cleaning.
* Stock safekeeping through proper inventory to ensure sufficient stocks.
* Conduct orientation and proper training for newly hired employees.
* Responsible for giving disciplinary actions to staff as per company policy and Saudi labor law.
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| **Saudi Arabian And Contracting Company (Facility Management Division)****ISO 9001:2008 Certified - Quality Management System** **SATCO-Ma’aden Infrastructure Company Project** **Ma’aden Housing, Ras Al-Khair Kingdom of Saudi Arabia****HOUSEKEEPING SUPERVISOR**June 22, 2014 – January 28, 2016 |
| * In charge of supervising 38 housekeepers in 1300 plus rooms. VIP BLDGS and VILLAS.
* Taking and giving all housekeeping concerns and issues in the morning.
* Inspection of cleaned, uncleaned, occupied and vacant rooms.
* Receiving and distributing of housekeeping stock.
* Control of incoming and out coming stocks.
* Conducting training for new employees.
* Daily and monthly reports including timesheets.
* Scheduling of staff for daily and special projects.
* Responsible for replacement of absent staff.
* Preparing rooms for coming check in.
* Putting all amenities in every reserved rooms.
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| **SAFARI GROUP OF HOTELS**DAMMAM, KINGDOM OF SAUDI ARABIA**HOUSEKEEPING SUPERVISOR**DECEMBER 16, 2011 – APRIL 18, 2013 |
| * I am responsible for supervising and ensuring that maximum standard of cleanliness are met for Safari Hotels 3 branches in Dammam and Khobar.
* Receive check in and check outs for proper scheduling of cleaning staff
* Update computer system for room status like readiness, out of order and for maintenance.
* Responsible for scheduling laundry pick-ups.
* Inspection to check the work quality and the availability of cleaning materials for cleaning crew.
* Provide cleaning stocks to staff as per needed to lessen the monthly material cost.
* Conduct trainings for newly hired employees, conduct daily meeting to discuss current company issues and incoming programs and changes.
* Reporting’s like timesheets, cleaning checklist and staff cleaning performance.
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**CONFERENCE COORDINATOR**

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| **KING ABDULLA UNIVERSITY OF SCIENCE AND TECHNOLOGY****SAUDI OGER LTD.**THUWAL, SAUDI ARABIAMAY 30, 2009 – AUGUST 30, 2010 * I am responsible for preparation of all conference rooms including giving instructions to housekeepers for cleaning, putting all amenities, food preparation, requesting job orders for any maintenance problems.
* Making schedules for the client requesting to use the conference rooms. I do daily reports as my accomplishments. I am doing the material request as per monthly requirements.
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| EDUCATIONAL ATTAINMENT |

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| **2002-2004** | * University Of La Salette, Santiago City, Philippines
* 4 Semester Bachelor Of Science In Nursing (Undergraduate)
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| KEY SKILLS AND COMPETENCIES |

**KEY SKILLS AND COMPETENCIES**

**Professional**

* Highly organized and detail-oriented.
* Resolving problems using good judgment.
* Can work well in stressful, high pressure situations.
* Ability to make progress on multiple assignments under time constraints.

**AREAS OF EXPERTISE**

Customer Service
Cleaning
Health & Safety

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| SEMINARS/TRAININGS ATTENDED |

* **Fire And Safety Training**

 Maaden Village Raz Alkair, Saudi Arabia

* **ISO 9001:2008 Certified - Quality Management System**
* **CAREGIVING AND BASIC LIFE SUPPORT TRAINING**

 Jan 31 2011-Feb 11 2011

 Manilaphil Training Center, Manila

* **Hotel Housekeeping Training.** May 22 2009-May 27 2009

 Executive Training Center, Manila

* **Leadership Seminar.** April 2003

 Dagupan Resort

 San Mateo, Isabela, Philippines

* **First Aid Training.** May 2008 Philippine Red Cross

 University Of La Salette,

 Dubinan East, Santiago City, Isabela,

 Philippines

I hereby certify that the above information’s are true and correct to the best of my knowledge and belief.

 *Applicant’s Signature*