

Madhawi Alotaibi

FACILITY MANAGEMENT PROFESSIONAL

CONTACT

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EDUCATION

- Bachelor's Degree in Social Work
Princess Nourah bint Abdulrahman University, 2020
GPA: 4.05 / 5.00

KEY SKILLS

- Facility Management
- Vendor Coordination
- Procurement Support
- Operational Planning
- Data Reporting
- MS Office Suite

LANGUAGES

- Arabic - Native
- English - Professional

CERTIFICATIONS

- Project Management Professional (PMP®)
PMI
- MS Excel for Business & Data Analysis
Coursera
- Training of Trainers (TOT)
Professional Training Program

PROFESSIONAL SUMMARY

Facility Management professional with experience in daily facility operations, vendor coordination, procurement support, operational planning, and data reporting within corporate environments. Proven ability to manage service providers, support internal initiatives and events, track facility data, and ensure compliance with safety and operational standards. Strong coordination, organization, and reporting skills with a structured and process-driven approach.

PROFESSIONAL EXPERIENCE

Facility Management Analyst

THIQAH Business Solutions Company
Sep 2024 – Present | Riyadh, Saudi Arabia

- Manage daily facility operations ensuring smooth functionality and uninterrupted business operations
- Coordinate with vendor teams (maintenance, cleaning, security) to ensure SLA compliance
- Serve as primary contact for internal departments regarding facility-related requests and issues
- Support internal facility initiatives and corporate events including planning and execution
- Prepare operational plans, schedules, task trackers; analyze facility data and performance reports
- Ensure compliance with internal policies, safety regulations, and facility management procedures

Facilities Management Specialist (Apprenticeship)

GDC Middle East
Oct 2023 – Jul 2024 | Riyadh, Saudi Arabia

- Supported facilities management operations across assigned locations
- Coordinated with vendors to ensure timely execution of maintenance and operational tasks
- Assisted in monitoring facility performance, service quality, and vendor compliance
- Maintained organized facility records, logs, trackers, and procurement documentation

Social Work Intern

Comprehensive Rehabilitation for Females
Jan 2020 – Mar 2020 | Saudi Arabia

- Supported patients and families with care coordination and rehabilitation processes
- Assisted in discharge planning and provided guidance for patient adaptation

Social Work Intern

Al Falah Private Schools
Dec 2018 – Mar 2019 | Riyadh, Saudi Arabia

- Supported student well-being through counseling and intervention assistance
- Collaborated with staff to address behavioral and academic challenges; conducted assessments