



PROFILE

Proactive Facility Manager with proven experience in planning and coordinating maintenance management policies throughout mitigating risks / enforcing safety & enhancing best practices on sites,

Holding more the fifteen years of experience working closely with various technical teams, gained me exceptional crucial & beneficial negotiation skills in problem-solving and team building that improves quality and promote (A) players in the operation department.

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CHARBEL TOUMA

CERTIFIED FACILITY MANAGER

EDUCATION

OTHM QUALIFICATIONS

February 2021

LEVEL 3 INTERNATIONAL CERTIFICATE IN FACILITY MANAGEMENT

EXCELLENCE MANAGEMENT TRAINING CENTER, DOHA, QATAR

November 2020

PROFESSIONAL CERTIFICATE IN FACILITY MANAGEMENT

NATIONAL CENTER FOR VOCATIONAL TRAINING

September 1999

TECHNICAL DEGREE IN THERMODYNAMICS & COOLING SYSTEMS

CAREER HISTORY

Freelance

January 2021- present

Project studies & design For off grid power stations

- Provide studies & design for multiple service providers in the renewable energy sector, to achieve the optimal results based on customers needs and local requirements

MMS FACILITY MANAGEMENT

December 2019–December 2020

Position: Facilities Manager

Project: Lagoona Mall, / Delta Tower Hotel, Doha, Qatar

Managing a mid-sized Mall (Lagoona Mall) which is operational, in Qatar. Managing daily operations, overseeing service level agreements, KPI's and ensuring service delivery is at the highest standard, preserve the infrastructure, monitoring Maintenance, Ensure equipment upgrades, Ensure appropriate staffing,

- Project Management (Delta Tower Hotel) Supervision multidisciplinary teams on projects C/W Air & water balancing, pipe insulation, Mechanical and Gypsum work, Façade inspection / repair / cleaning.

MMG Facility Management

July 2016–June 2019

Position: Facilities Manager

Projects: Mobile team / ESA Business school

- Managing a mobile team accountable for Bank branches all over Beirut in regard of maintenance works and projects, close monitoring and arraigning (Planned Preventive Plan for technical team and AMCs, CM requests, Project's supervision, Assets management and Stock management), Reviewing team working hours and payroll

Areas of Expertise

Contract performance
Risk Assessment
Grounds Maintenance
Security Management
Building controls
Energy Management

Hobbies

Fishing
Extreme Sports
Martial Arts (Ju-Jitsu)
Cold Water Swim
Close Nature Gazing
Reading O&M Manuals

- Managing ESA Business School which is one of the most delicate sites due to its French norms and old buildings that holds more than 50 years infrastructure. A campus composed of 7 buildings surrounded by a spacious landscaping area and facilities. (Planned Preventive Plan for technical team and AMCs, CM requests, Project's supervision, Assets management and Stock management)
- acting as a first point of contact for customers with regards to any queries, complaints, or purchases

Establish schedules and methods for providing facility maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

The Phoenicians for contracting Beirut, Lebanon

December 2012- May 2013

Position: Assistant maintenance manager/ Technical advisor

Project: Le Mall Sin El Fil, Le Mall Dbayeh, Azadea group

Four Seasons Hotel Beirut, Lebanon

August 2012-October 2012

Position: HVAC controller

May 2011-August 2012

Self-employed.

Solider, Beirut, Lebanon

June 2008 – May 2011

Position: Mechanical supervisor

Project: UN House / Saifi Village

Le Royal Hotel, Dbayeh, Lebanon

November 2005 – July 2008

Position: Mechanical Supervisor

Moka & Co for Espresso and Coffee Machines, Doha, Qatar,

May 2005 – October 2005

Position: Sales and Maintenance Executive

Modern Home/Sony Service Center, Doha, Qatar

September 2004 –April 2005

Position: Site Supervisor

Al Wajdan Trading and Contracting, Doha, Qatar

April 2003 – August 2004

Position: Site Supervisor

STRENGTH

AND

WEAKNESSES

Good Listener
Leadership skills
Organized
Problem solving
Strong Technical Background
Regularly Hazards Mitigating

Too much into details
Rewarding Goals Oriented

SKILLS

