



Quality Management Systems

Mohammed Salman Al-Ahmad TOT®. PMC®. ISO 9001:2015®.

0583673333

[Jn9k@hotmail.com](mailto:Jn9k@hotmail.com)

Saudi Arabia

[Linkedin Profile](#)



**Dear employer:**

**Since the start of the Corona epidemic in 2020, I have been and continue to be proud of my work as a Document Controller and Leader of the COVID-19 Prevention Compliance Team in SABIC Ibn Sina until 2022, where leadership, management and control expertise was developed.**

**Today I proudly follow the results of that work and the accumulated experiences, I had joined in the Leadership Development Program in 2022 at Dar, and passed those exams that only 6% out of 100 candidates passed!**

**If you allow me, I had started my career path as laborer 2007 and today I am working now in Qiddiya. Project Delivery Partner as Senior Document Controller with JASARA PMC 2023.**

**Kindly, I will present my experiences, courses and memberships with my International Voluntary Work License membership, in next below:**

# JASARA

PROGRAM  
MANAGEMENT  
COMPANY

Jacobs



أرامكو السعودية  
Saudi Aramco



1. **JASARA Program Management Company:** 2023 – until now. Joint Venture of Saudi Aramco – Jacobs – PIF.



- Senior Document Controller: Qiddiya Delivery Partner.
  - A. Maintain project files, records and systems in line with project procedures and processes.
  - B. Maintain an efficient project-related document control register.
  - C. Expedite the review and approval of documentation.
  - D. Supervise and record document flow to and from all necessary parties, including clients, sub-contractors.
  - E. Issue and track location of all documents and drawings. Issue transmittal and receipts concerning the documents in circulation.
  - F. Coordinate storage of project documentation.

dar

2. **Dar Al-Handasah:** 2022 -2023. Activity: Planning, Design, Management and Consultancy.



- Document controller: in King Abdullah Financial District **KAFD**. Project.
  - A. Implementing document control policy, procedures, and manual.
  - B. Create workflow for the department.
  - C. Generate daily, weekly, and monthly reports.
  - D. Maintain records.
  - E. Time keeping.

3. **SABIC: IBN SINA** Affiliate 2020 - 2022: Activity: basic chemical industries.

- Document controller:
  - A. Classification of confidential documents.
  - B. Issuing letters to the Royal Commission and the relevant security authorities.
  - C. Issuance of movement permits during the Corona epidemic.
  - D. Member of the Committee for Compliance with Standards for the Prevention of the Corona Epidemic.
  - E. Management department performance analysis.
  - F. Analyzing the performance of the company's departments in the field of security, safety, health and the environment.
  - G. Managing campaigns.
  - H. Security, safety, environment, health, fire and government relations reports (daily - weekly - quarterly).
  - I. Issuing visitation permits, organizing meetings and managing the manager's time.
  - J. Submit safety requests.
  - K. Recruitment.

• **SABIC Leaders' Recommendation:**



**Mohammed Al-Qahtani** · 1st  
BSc EE | EMBA | INSEAD Executive Education |  
Executive Director  
August 25, 2022, Mohammed was senior to  
Mohammed but didn't manage Mohammed directly

Mohammed shows continuous commitment to deliver the expected results with high quality. He is also a fast learner. He maintains good relationships with everyone around him. I am sure that he will be a value addition to any organization.



**Mohammed Aldossari** · 1st  
Sr. Manager , EHSS leadership and  
crisis management  
February 24, 2023, Mohammed managed  
Mohammed directly

Mohammed showed high commitment and well understanding toward overall organization and department objectives,

Mohammed is self motivator and fast learner who can execute any task in quality manor with minimum supervision



4. **ERAM Group – ERAM Engineering** 2013-2020: Activities: Supplying, storing and exporting chemicals to industrial companies' customers.

- **Admin assistant 2013-2014.** (Recipient of the award for the best admin assistant 2013)
  - A. Secretarial duties and department management support
  - B. Scheduling supplier and sourcing meetings.
  - C. Reservation of hotel banquet halls for business purposes
  - D. Booking tickets to attend conferences and exhibitions inside and outside Saudi Arabia
  - E. Supervising security and reception officials
  - F. Organizing office files
  - G. Shifting from paper to electronic transactions in the
  - H. mail reception

- **Office Admin coordinator 2014-2016.**
  - A. Supervising the coordination of work and follow-up on its progress
  - B. solving administrative problems
  - C. Edit management requirements
  - D. Adjust the distribution of office tools
  - E. Supervising the security of storage warehouses
  - F. Financial collection from clients
  - G. Receipt and delivery of commercial invoices
  - H. Supervising warehouse maintenance
  - I. Supervising the maintenance of housing camps
  
- **Admin & Public relations Supervisor 2016-2018.**
  - A. Issuance of a certificate of origin from the Ministry of Commerce.
  - B. Commercial bank guarantees
  - C. collection, financial default
  - D. Senior Customer Relations
  - E. Solve customer issues
  - F. Resolving customs issues
  - G. Resolving tax and income issues
  - H. Solve maritime and land transportation issues
  
- **Operations Supervisor 2018-2020.**( Recipient of the award for the best operations supervisor 2019)
  - A. Civil Defense licenses
  - B. Weapons and explosives management licenses
  - C. Preventive security licenses
  - D. Chemical Warehouse rental licenses
  - E. Create commercial records for subsidiary companies
  - F. Business phone subscriptions
  - G. Corporate office rental
  - H. Dealing with issues of the Ministry of Commerce
  - I. Contracting with security and protection companies
  - J. Contracting with fire and safety companies
  - K. Purchasing management related to warehouse processing
  - L. solving SASO issues
  - M. Resolving customs issues
  - N. Resolve shipment delay issues
  - O. Resolving lost or damaged goods issues with customs brokers
  - P. Solve financial stumbles with clients
  - Q. Certificates of Origin



5. **ALKIFAH Holding 2011-2013** : Manufacture of precast concrete.

- Project Coordinator 2011-2012.
- Admin controller 2012-2013.

**6. First job, it was in Future pipe:**

- **Laborer 2007.**



الكلية التقنية بالأحساء  
Technical College of Al - Ahsa

➤ **Completing Education 2007-2010.**

- ❖ **Technical College: Administrative Technology - Office Management.**
- ❖ **Scored high in Economic, MIS, HR, and Communication & Management.**

**Training courses internationally accredited:**

- Certified coaching TOT – 60 hour.
- Program management course 06 Months.
- Managing volunteer work projects – leadership level – 60 hour.
- Microsoft Office – 60 hour.
- ISO 9001:2015 Quality Management System Awareness and Internal Audit Internationally accredited – 60 hour.
- Aconex certified – Udemey.

**Memberships:** In my personal time outside of work.

- Member of the International License for Voluntary Work.
- More 1500 volunteer hour in 63 charitable activity in SAUDI.
- Recruitment Consultant in BMS CO.
- Board Member of the Giving Hands volunteering team.
- (SETM) Education system coach, King Abdulaziz Center for World Culture (Ithraa).
- Kids summer camp coach, King Abdulaziz Center for World Culture (Ithraa).
- Member of the volunteering team, King Abdulaziz Center for World Culture (Ithraa).
- Member of the Voluntary Work Association.
- Member of the Culture and Arts Association.
- Supervisor of the Media Center of the Institute of Culture and Arts.
- I discovered my talent in photography in 2004, becoming a professional and maker of digital media content.

This was briefly 13 years Experiences; I am looking forward to optimal investment in which I can do the best I can for our organization.

Thank You.