

HUSAAM ALMALKI

Saudi Arabia

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CAREER OBJECTIVE:

My goal is to train and learn

WORK EXPERIENCE:

Saudi Mechanical Industries Company, Saudi Arabia

Quality control, Feb 2018 – Present

- Products examination and ensure that it meets the required standards Develop plans and methods for testing products to ensure their quality.
- Preview problems and errors in products, find out the causes, and try to find solutions.
- Send reports of all problems encountered by products to the department manager.

International Company for Information Systems, Riyadh-Saudi Arabia

Public Administrative Clerk, Jun 2011-Oct 2013

- Following up and implementing the various administrative decisions issued by the line manager, making schedules, preparing and distributing meeting minutes.
- Processing daily mail, notes, circulars and administrative documents.

EDUCATION:

Higher Institute for Plastics fabrication, Riyadh

Mechanical and Quality Technician, 2013-2015.

King Abdulaziz University

General Administration.

COURSES:

- Project Management Quality and Human Resource Management, Aug 2019.
- Fundamentals of Management, Mar 2019.
- Bank and financial, 2021.
- Information security, 2020.
- Principles of Financial Accounting, 2021.
- ISO9001 Internal Auditor, 2021.
- Occupational safety and health management ISO45001, Jun 2021.

PERSONAL SKILLS:

- Leadership.
- Public Speaking.
- Budgeting.
- Decision Making.

HOBBIES:

- Reading.
- Photography.
- Knight.

LANGUAGES: English:5/5