



Quality Management Systems

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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 as Senior Document Controller with JASARA PMC.

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 project.
 - 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.



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 – 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.

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.
- Human Resources Development 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 12 years Experiences; I am looking forward to optimal investment in which I can do the best I can for our organization.

Thank You.