

RESUME OF ENG. SALEM AHMED BA-TAWIL

Jeddah
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GENERAL INFORMATION:

Name: Salem Ahmed Abdullah Ba-Tawil
Nationality: Yemeni
Date of Birth: 01/01/1973
Marital Status: Married & father of three children.
Language: Arabic, English.

Education **1991-1997**

KING FAHAD UNIVERSITY OF PETROLEUM & MILERALS

Graduated with **Bachelor of Science degree in CHEMICAL ENGINEERING** in June 1997 with GPA of 2.899 (2.9) on 4.0 scale.

Work Experience **From:** 01/06/2018 **To:** Now

ACTING GENERAL MANAGER OF QUALITY & SAFETY, ABDULLAH HASHIM INDUSTRIAL GASES & EQUIPMENT CO. LTD., JEDDAH, SAUDI ARABIA

I work for the above company, which produces medical, industrial & mixtures gases cylinders, as **Acting General Manager of Quality & Safety**. I report direct to Gases company General Manager (AHG-IG GM), responsible for following QHSE related activities in all regions kingdom wide:

- Managing & planning the organizational structure of QHSE function with coordination with Gases company GM (Hiring & End Services of QHSE staff).
- Managing & planning the percentage of Saudization of QHSE function.
- Managing, planning & attend the company's MANAGEMENT/ OPERATION COMMITTEE MEETINGS.
- Managing, supervision, follow up & approved all Administration issues of QHSE function such as Annual Vacations, Overtimes, LPR's, ect.
- Upgrade and development of the company's Quality Laboratories.
- Receive, review & analyze daily QC, QA & Safety reports from all branches, communicate with the concerned functional GM and/ or RGM & Gases company GM.
- Follow up the daily reports and prepare & report the weekly & monthly performance report to Gases company GM and higher management review.
- Implementation & maintenance of ISO 9001:2015 Quality Management System, ISO 22000:2018 Food Safety Management System, ISO/IEC 17025:2005 Testing and Calibration Laboratories & related activities such as Management Review Meeting, Internal Quality Audits & Customer Complaints, ect.
- Plan & organize Training of Quality & Safety staff in coordination with branch Quality & Safety managers.
- Plan & organize inter-branch of Quality & Safety Audits in coordination with branch Quality & Safety managers.
- Act as "Document Controller" for AHG documented Quality & Safety system including Manuals, Procedures & Work Instructions.
- Represent Quality & Safety department at various official forums.
- Any other assignment assigned by Gases company GM.

From: 01/02/2017
To: 30/05/2018

ASSISTANT GENERAL MANAGER OF QUALITY & SAFETY, ABDULLAH HASHIM INDUSTRIAL GASES & EQUIPMENT CO. LTD., JEDDAH, SAUDI ARABIA

I work for the above company, which produces medical, industrial & mixtures gases cylinders, as **Assistant General Manager of Quality & Safety**. I report direct to General Manager of Quality & Safety, responsible for following QA, QC & Safety related activities in all regions kingdom wide:

- Receive, review & analyze daily QC, QA & Safety reports from all branches, communicate with the concerned functional GM and/ or RGM.
- Follow up the daily reports & prepare weekly & monthly report for GMQ&S and higher management review.
- Implementation & maintenance of ISO 9001 Quality Management System & related activities such as Management Review Meeting, Internal Quality Audits & Customer Complaints, ect.
- Follow up & monitor progress on various on-going improvement projects identified by GMQ&S such as upgrading to new revision of ISO 9001:2015, ISO 17025 certification Jeddah, Riyadh & Jubail labs, ect. in coordination with branch Quality managers.
- Coordination with customers for matters related to product quality & customer complaints.
- Plan & organize training of Quality & Safety staff in coordination with branch Quality & Safety managers.
- Plan & organize inter-branch of Quality & Safety Audits in coordination with branch Quality & Safety managers.
- Coordinate with Regional Sales Managers to conduct “Customer Satisfaction Survey”, analyze data & prepare a summary report for management review.
- Act as “Document Controller” for AHG documented Quality & Safety system including Manuals, Procedures & Work Instructions.
- Represent Quality & Safety department at various official forums.
- Any other assignment assigned by GMQ&S.

From: 01/07/2011
To: 31/01/2017

JEDDAH BRANCH MANAGER, ABDULLAH HASHIM INDUSTRIAL GASES & EQUIPMENT CO. LTD., SPECIALTY GASES CENTER, JEDDAH, SAUDI ARABIA

I work for the above company, which produces medical, industrial & mixtures gases cylinders, as **Jeddah Branch Manager**. I report direct to Regional General Manager - WP & SGC Business Manager.

Basic Function:

- RESPONSIBLE FOR OPERATION OF SGC ACTIVITIES IN JEDDAH BRANCH.
- RESPONSIBLE FOR QUALITY, EFFICIENCY OF BRANCH.

Essential Duties & Responsibilities:

- Daily operation of all branch activities.
- Responsible for safety of the personal, equipment & the facility.
- Develop, train, & improve manpower for branch.
- Coordinate / liaison with the branch sales, distribution, accounts & management.
- Local purchase orders.
- Inventory of raw materials, cylinders, regulators & spare parts.
- Preparation of customer complaints reports.
- Preparation & evaluation of branch efficiency reports.
- Preparations of branch monthly reports.

From: 01/04/2001
To: 30/06/2011

QA-SUPERVISOR, ABDULLAH HASHIM INDUSTRIAL GASES & EQUIPMENT CO. LTD., SPECIALTY GASES CENTER, JEDDAH, SAUDI ARABIA

I work for the above company, which produces medical, industrial & mixtures gases cylinders, as QA-Supervisor. I report direct to Department Manager & handled QA activities:

- Fully conversant with ISO 9000: 2008.
- Performing Incoming Inspection of raw materials.
- In Process Inspection of all orders.
- Final Inspection of all finished products.
- Performing Internal Quality Audits.
- Control of Non-Conforming products.
- Control of Customers Complaints.
- Performing Performance Key Indicators (PKI).
- Preparations for External Auditors.

Form: 06/01/1998
To: 31/03/2001

PRODUCTION ENGINEER, ABDULLAH HASHIM INDUSTRIAL GASES & EQUIPMENT CO. LTD., SPECIALTY GASES CENTER, JEDDAH, SAUDI ARABIA

I worked for the above company, which produces medical, industrial & mixtures gases cylinders, as Chemical Engineer (Production Engineer). I reported to Production Manager & handled Production Process Control:

- Inspection of Incoming empty cylinders.
- Processing & treatment of cylinders.
- Pre-fill inspection of cylinders.
- Checking of feedstock & raw materials prior to filling.
- Preparation mixture calculation & filling sheet prior to filling.
- Filling of cylinders as per filling sheet.
- Calibration & Preventive Maintenance.

**Technical Meeting,
Courses & Certificates:**

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| 13 th Dec. 20 – 17 th Feb. 21
29 th – 30 th July 2018 | <ul style="list-style-type: none"> ➤ Course & Certificate in ” Fundamentals of Engineering “. ➤ ISO/IEC 17025:2017 General requirements for the competence of testing and calibration laboratories. |
| 24 th September, 2017
7 th – 11 th May, 2017 | <ul style="list-style-type: none"> ➤ ISO 9001:2015 Awareness Training. ➤ One week Safety Training at Jazan IGCC ASU Project site.
Air Products Project No. EN-13-1528. |
| 4 th – 6 th March, 2017
21 st – 25 th February, 2016
3 rd September, 2015 | <ul style="list-style-type: none"> ➤ Course & Certificate in OSHA ” General Industry Safety & Health “. ➤ Course & Certificate in Coaching ” Personal Life Coach “. ➤ Training session & Certificate in ” DRAFT INTERNATIONAL STANDARD ISO 9001:2015 QUALITY MANAGEMENT SYSTEM UNDERSTANDING THE REQUIREMENTS “. |
| 8 th & 9 th November, 2009
26-28 October, 2009 | <ul style="list-style-type: none"> ➤ Course & Certificate in ” ISO 9001:2008 INTERNAL AUDITOR “. ➤ Attend the 4th SABIC Quality Assurance Laboratories Forum (QALF-2009) under the theme ” Quality is the secret of success”. |
| 10-12 January, 2009
19 September, 2006 | <ul style="list-style-type: none"> ➤ Course & Certificate in ” Essentials of Strategic Management “. ➤ Attend a Technical Meeting in “ Leadership and The Road to Excellence “ under Saudi Arabian Quality Council. |
| 12 April, 2006 | <ul style="list-style-type: none"> ➤ Certificate for attend the Seminar “ Building Durable Excellence “ under Saudi Arabian Quality Council. |
| 2003 | <ul style="list-style-type: none"> ➤ Attend a Technical Meeting in “ Strategic Quality Management “ under Saudi Arabian Quality Council. |
| 29 th – 30 th April, 2002
22 nd January, 2002 | <ul style="list-style-type: none"> ➤ Course & Certificate in ” ISO 9000:2000 Series Internal Quality Auditor “. ➤ Attend a Technical Meeting in “ Using SIX SIGMA in Saudi Arabian Airlines “ under Saudi Arabian Quality Council. |
| 27 th – 31 st January, 2002 | <ul style="list-style-type: none"> ➤ Diploma & Certificate in “ the Art and Science of Neuro Linguistic Programming (NLP) “. |
| 16 th – 17 th December, 2001
12 th November, 2001 | <ul style="list-style-type: none"> ➤ Course & Certificate in “ Quality Awareness”. ➤ Attend a Technical Meeting in “ ISO 9000:2000 Quality Management Standards “ under Saudi Arabian Quality Council. |
| 29 th October, 1998
1998 | <ul style="list-style-type: none"> ➤ Short Course & Certificate in “ Creativity Thinking “. ➤ Certificate for attend “ Health, Safety & Security Awareness Week & Exhibition 1998 “. |

7th – 16th August, 2004

In Addition:

As a trainer, I contacted safety training course “ **Health, Safety & Security Awareness of Gases** “ , which given to Civil Defense & Fire Fighting under Abdullah Hashim Industrial Gases & Equipment Co. Ltd.