



Saleh Jaffar Alsulaiman

MBA, Business Analyst

Seeking a challenging avenues with a growth-oriented company where my managerial and leadership skills can help in the development of the company while concurrently helping me to further my professional interests in a stimulating environment. My expertise exceed 10 years of experience, overseeing teams in a fast-paced business setting. Initiative person who loves to generate new ideas and devise feasible solutions to broadly relevant problems, A cooperative, creative, resourceful leader and have a positive, proactive, and organized character.

Contacts



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Education

**Master of Business Administration
MBA with Business Analyst
University of Dallas at Irving
(Texas, USA) Dec 2016**

**Bachelor of Science in Business
Administration System
Arab Open University
(Dammam, KSA) Nov 2012**

**Diploma in Chemical & Process
Engineering Technology in the field
of Industrial Technology
Jubail Industrial College
(Jubail, KSA) June 2005**

Awards

Man of the Month

**Abdullah Hashim Industrial
Gases & Equipment Co. Ltd.
March 2008**

Due to complying with all Laboratory roles and regulation including health and safety policies and guaranteeing the highest quality of result.

Languages

English

Arabic

Volunteer Work

**Leader for Us to Fort Worth
Us to US (Fort Worth, TX)
March 2014 - November 2016**

References

References are Available upon Request

Work Experience

Nesma Trading Co. Ltd. (Khobar, KSA) | Dec 2017 - Present

Contract Representative Manager– Project Manager

- Maintain the flawless execution of the project with third parties/vendors by
 - ⇒ Coordinating internal resources and ensuring resources availability and allocation
 - ⇒ Establish and maintain relationship with vendors
- As a project manager, Guarantee the ultimate goal of the projects is a priority by ensuring:
 - ⇒ Ensure that all projects are delivered on-time, within defined scope, objective, involving relevant stakeholders and within budget.
 - ⇒ Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
 - ⇒ A comprehensive project plan is written to share it with clients, staff members and delegate tasks of the project to the staff based on their expertise in the field.
 - ⇒ Continuous monitoring of the project, track progress, and use risk management tools to minimize risk.
 - ⇒ Document project progress on a timely manner and maintain it to be ready to report and escalate to management as needed.
 - ⇒ Contentiously ensuring meeting the requirements of the project.

HR and Training Supervisor

- Plan HRD strategy to support the business, manage end to end recruitment process, and develop training program to enhance employee performance.
- Manage and conduct In-house training and Develop training road map, career planning, knowledge management and other concerned to learning & development.
- All the HR Activity

Administration Officer (Operation HR)

- Data analysis to evaluate the situation and solve task related issues.
- Prioritize tasks and finalize administrative task with cooperation with other offices, individuals, and government offices.
- Coordinate with the agency inside/outside the kingdom for the deployment and visa formalities.
- Reformulate the process to smoothen the task and create new pathway and form for the family visit visa.
- Continuously update and track the following aspects for Nesma Staff:
 - ⇒ Employee information including new employee
 - ⇒ Entry or exit for foreign employees
 - ⇒ Handling all driving licensing (issuance, renewal, and replacement) and all official vehicles (issuance and renewal)
 - ⇒ Monitoring and initiating appropriate actions for the execution of requests related to family visas for employees and ensuring adherence to company policies/procedures.
 - ⇒ Prepare and manage the visas for the visitors of the company, and family visit for the employee.
- Reporting to the management on a regular basis to keep the board aware of any significant issues affecting the development and delivery of programs and services.

Managerial Finance**Financial Evaluation for Gilead Sciences, Inc.**

August 2015 – November 2015

Detailed analysis for Gilead Company for an adequate decision of investment. The company produces a tremendous amount of positive free cash flow. For the trailing twelve months (TTM), Gilead produced \$17.7 billion in free cash flow. Based on the analysis, over the next several years, Gilead will continue to produce large amounts of free cash. We recommend a purchase of shares at current levels.

Corporate Social Responsibility**In depth evaluation of Corporate Social Responsibility in Healthcare Sector**

May 2016 – August 2016

Three company's SCR's were included in this study: 3M science, Johnson & Johnson, and Baxter. Since the most unique brand and the most common household name is Johnson & Johnson, and looking at the detailed analysis, the Global Reporting Initiative (GRI) and Sustainability reporting of the three Companies, investing in Johnson & Johnson be the best option.

Skills

Project Management	★★★★★
Leadership	★★★★★
Time Management	★★★★★
Risk Management	★★★★★
Communication	★★★★★
Problem-solving	★★★★★
Strategic Planning	★★★★★
Critical Thinking	★★★★★
Process Management	★★★★★
Creativity	★★★★★
Collaboration	★★★★★
Auditing	★★★★★
Business Intelligence	★★★★★
Business Analysis	★★★★★
Big Data Analytics	★★★★★
Data Interpretation	★★★★★
Data Analysis	★★★★★
Decision-making	★★★★★
Evaluating	★★★★★
Attention to Detail	★★★★★

Continue Work Experience**PDS Tech, Inc.** (Irving, TX, USA) | Aug 2016 - Dec 2016**Business Analyst**

- Implementing a new strategy to rebrand the PDS company that can leverage current practices to help PDS diversify in terms of industries and countries
- Creating a Digital Marketing Strategy to enhance awareness of PDS and their offerings in segments such as IT, International expansion, and attracting top talent
- Improving brand awareness of PDS through social media, website enhancement, and mobility access
- Conducted a project to perform in deep Competitive Analysis for the website and social media vs. competitive companies inside and outside of the USA.

Arabian Pipes Company (Jubail, KSA) | Aug 2010 - Aug 2012**Quality Assurance**

- Expert to test physical for raw materials and products
- Professional with Chemical Analysis tests

Abdullah Hashim Industrial Gases & Equipment Co. Ltd.

(Dammam, KSA) | Dec 2005 - July 2010

Quality Assurance

- Professional Internal Auditor ensuring safety and quality of the lab services
- Approved Inspector for Saudi Aviation, Saudi Aramco, and Raw material Orders
- Maintaining the requirements of the Quality based on the ISO 9001-2008
- Representative of the company at Saudi Interior Ministry and Customs Requirement

Quality Control Chemist

- Professional in quality control lab analytical instrument, product specification grade
- Shift leader to assign work to coworkers and ensure timelines of testing samples
- Trained new employees assign job responsibilities, and shifts divisions
- Conducted Safety committee to make sure that all employees are working under safety compliance

Al-Hoty Stanger LTD. CO. (Alkhobar, KSA) | Feb 2005 - May 2005**Chemist**

- Testing and monitoring the quality of products, and testing the physical characteristics of oil used the ASTM Procedures
- Analyzing the chemical analyses of water and food based on the World Health Organization, British Standards, American Public Health Authority and other national/international standards

Courses and Workshop⇒ **Preparation Course for Project Management Professional (PMP)**

Engineering Tracks - October 2018 & November 2020

⇒ **Total Quality Management (TQM)**

Exclusive Technology Training Center – November 2020

⇒ **Project Risk Management**

Almentor – October 2020

⇒ **Crisis and Risk Management**

Exclusive Technology Training Center – October 2020

⇒ **Time Management Skills**

Udemy - June 2020

⇒ **Contract Management**

Udemy – December 2019

⇒ **Six Sigma Certification - Six Sigma White Belt**

Aveta Business Institute - November 2016

⇒ **ISO 9001:2000 Internal Auditor Training Conducted by SGS**

Abdullah Hashim Industrial Gases & Equipment Co. Ltd. - October 2008