

Haitham Mukhtar Ali Adam

HSE



My Career Goals:

- Use my qualifications, studies, experiences, abilities, scientific and practical creative abilities for general and personal development.
- Work to improve the level of performance, achieve goals, leadership, achieve excellence, and maintain levels of performance and continuous development.
- Working within a work team to ensure the safety of workers and not expose them to any kind of risks to their health and lives. And to ensure the safety of materials, equipment, tools and property.

Personal Information's:

Nationality	Sudanese
Current Residence	KSA
Contact Number	+966509954171
Email	haitham.43@hotmail.com hma.quick@gmail.com
LinkedIn	https://www.linkedin.com/in/haitham-mukhtar

Languages:

Arabic : Excellent - mother language
English : Good

Education & Qualifications:

Master of Business Administration (MBA) – Project Management

Sudan International University _____ 2015

Bachelor of Business Administration

Khartoum University _____ 2013

Diploma of Preparation and Development of Human Resources

International Academy for Training and Consultancy _____ 2007

Diploma of Military Sciences

Sudanese Military College _____ 1995

Scientific and training course:

- **Occupational Safety & Health Administration (OSHA)**
- **Human Resources Management**
- **Strategic Planning**
- **Neuro-Linguistic Programming (NLP)**
- **Preparation & Writing Reports**
- **Strategic Planning (Advanced)**
- **Diploma of Computer for office management**

Experience (KSA) :

Horizon Contracting & Information Technology

KSA – Dammam – National Guard Stores Projects

February /2021 – Until now

HSE Officer:

- Develop a Site Safety Management Plan (SMP) for the project to ensure a safe work environment for all company employees, contractors, visitors and community.
- Provide employees and workers with safety training to ensure that they are fully aware of safety standards.
- Monitor and enforce safety measures, policies, and requirements and pertinent laws.
- Issuing and extracting work permits for activities and works on the site, especially hot works, excavating and hazardous work, and ensuring that safety requirements are applied.
- Developing and implementing emergency response plans, reviewing emergency contact lists, assembly points, emergency teams, firefighting, first aid, etc.
- Ensure that safe work requirements are in place when working on scaffolding, elevation areas, confined areas, lifting work, handling, and other activities.
- Preparing safety reports (Safety Database - Safety Observations) periodic (daily - weekly - monthly) and submitting them to senior management, consultants and approved project owners.

Horizon Contracting and Information Technology Group

KSA – Buraidah - Tomour City Project

September /2020 – January /2021

HSE Supervisor:

- Responsible for implementing health and safety policies.
- Support the project operation team in all aspects of safety, occupational health, and environmental issues.
- Ensuring all projects are compliant and regular with HSE audits are undertaken.
- Develop a Site Safety Management Plan (SMP) for the project to ensure a safe work environment for all company employees, contractors, visitors and community.
- Ensure that safety panels are installed with safety flyers on them, including but not limited to: health and safety policy, project emergency evacuation plan, first aid site, etc., and are maintained and updated.
- Communicate, train and assist all project personnel to ensure all safety expectations are understood and fulfilled.
- Ensure incident corrective actions are followed up on and completed.
- Issuing and extracting work permits for activities, especially hot works and drilling, and ensuring that safety requirements are applied.

Horizon Contracting & Information Technology

KSA – Buraidah - King Fahd Hospital Project

October / 2018 – August /2019

HSE Supervisor:

- Provide employees and workers with safety training to ensure that they are fully aware of safety standards.
- Implement discussion sessions, periodic safety meetings, tool box talks and a training matrix for all employees.
- Periodic inspections, whether daily, weekly or monthly - on the site, warehouses, machinery, equipment, tools, hand tools, accommodation. preparation and submission of reports related to that.
- Developing and implementing emergency response plans, reviewing emergency contact lists, assembly points, emergency teams, firefighting, first aid, etc.
- Ensure that safe work requirements are in place when working on scaffolding, elevation areas, confined areas, lifting work, handling, and other activities.
- Checking the suitability and safety of using scaffolds and ensuring that the necessary safety requirements are applied and installing the scaffolding tag.

Horizon Contracting & Information Technology

KSA – Jeddah – National Guard Projects

December / 2017 – September /2018

HSE Supervisor:

- Monitor and enforce safety measures, policies, and requirements and pertinent laws.
- Completing regular safety checks and inspections (including job site inspections, accommodation, equipments along with employee inspections).
- Looking for unsafe work conditions and unsafe actions and ensuring that all safety recommendations are taken into effect.
- Discipline for safety codes that are violated, submit and review reports on safety.
- Investigate illnesses or injuries that take place at the job site including a thorough inspection of any complaint, issue, or problem that workers or equipment may have.
- Monitoring activities in the workplace and ensuring that nobody is violating safety regulations.
- Developing and implementing preventive measures and practices.

Factory production lines for engineering industries - Riyadh

KSA – Riyadh – Al-Sulay Industrial Zone

Administrative and Financial Affairs Officer:

- Preparing plans and programs for administrative affairs and personnel affairs.
- Follow up on the business related to licenses and commercial and industrial registration.
- Verify the implementation and implementation of all administrative instructions and decisions issued.
- Carry out the tasks of administrative affairs (correspondence and letters - keeping files and documents - contracts - maintenance ... etc.).
- Personnel management and everything related to it (appointment - transportation - leave ... etc.).

Al Jathlani Advocates and Consultants

KSA – Riyadh – Thumama

Executive Office Manager:

- Supervising the administrative and secretarial staff
- Arranging and scheduling meetings, interviews, and court hearings schedules
- Coordinating the work of consultants and lawyers and following up on the completion of the tasks assigned to them
- Follow up on the work of the executive secretaries of correspondence, interviews, communications, and others
- Managing and following up the work of digital and paper archiving and archiving of files and documents

Rehab Al-Mashaer Company

KSA – Makkah – Al-Sulay Industrial Zone

Executive Office Manager:

- Conducting personal interviews for individuals wanted for work, and nominating and selecting the most suitable among them
- Supervising the training of individuals selected to work according to their respective fields (accommodation - guards - camp services - cleaning)
- Follow up on the performance of individuals, lead supervisors' work team, and submit performance reports
- Supervision and guidance to evaluate and improve performance
- Work to ensure the application of efficiency and quality standards

Experience (SUDAN):

Quick Advanced Business Co – Sudan - Khartoum

March/2014 – June/2016

Partner & General Manager

- Partner and founder & General Manager of the Company.
- Establishing the incorporation plan and the company's fields of operation.
- Develop the technical and economic feasibility study for the company.
- Carry out all the company's founding work and procedures.
- Develop the overall functional structure of the company and determine its functional requirements.
- Design and develop the company's business plan and internal regulations governing the work.
- Conduct final job interviews and ensure that candidates are candidates for employment.
- The general management of all the activities of the company and the management of the various departments therein.
- Full responsibility for the activities and business of the company.
- Representing the company externally and internally and acting on it in all matters related to its business.

Millennium for Multi-activities Co – Sudan - Khartoum

October/2008 – February/2011

Director of Human Resources

- Participate in the development of the general job structure of the company and planning the functional needs of the employees
- Design and define job descriptions for each job.
- Determine the qualifications and experience required for each job □Overseeing the required tests for the jobs to be tested
- Conduct direct interviews with and evaluate applicants.
- Sorting, grading and arranging applicants for their suitability for jobs.
- Supervise and manage the recruitment process for candidates and sign employment contracts with them.
- Management of the human cadres working in the company and everything related to the affairs of workers (leave - permissions - movements, etc.).
- Develop a training plan and qualify the working staff and supervise and follow up on the implementation of the training plan for the employees

Saleel Media & Services Co – Sudan - Khartoum

June/2002 – December/2005

General Manager

- Develop the overall functional structure of the company and determine its functional requirements
- Design and development of the company's business plan and internal regulations governing the work
- General management of all activities of the company and management of various departments in them
- Full responsibility for the activities and work of the company
- Representing the company externally and internally and acting on it in all matters related to its business
- Signing all contracts and financial and administrative documents of the company

Sudanese Armed Forces

January/1993 – March/2001

Army Officer (Lieutenant – First Lieutenant – Captain)

- Command of personnel, military activities and routine command work (Platoon commander - covert commander - battalion commander)
- Planning and developing operational plans and supervising their implementation
- Develop and implement training and rehabilitation plans and programs
- Conducting examinations and tests for candidates and candidates for recruitment and selection
- Manage the affairs of individuals in everything related to them
- Prepare and submit performance reports and work reports and make necessary recommendations.
- Responsibility for the safety and protection of personnel and equipment, implementation of the emergency management plan, preparedness for all types of disasters, development of warning, evacuation and disaster response procedures.
- Managing support services in key functional areas, such as logistics and transportations and supplies. And oversee the transportation and distribution of materials and manage service and supply facilities and other support activities.

Scientific & Practical skills:

- Strong supervisory experience and excellent in safety and health occupational.
- Ability to set and meet priorities and use good judgment.
- Ability to conduct training and recommend changes in safety policies
- Planning, developing and formulating plans and perceptions.
- Planning and good organization of business and works.
- Create and build relationships and develop them.
- Strategic planning and the development of plans and perceptions.

Personal skills:

- Managing the work team efficiently and effectively.
- Effective supervision and follow-up of individuals.
- Leadership, management and direction skills.
- Creative skills, creating ideas and solving problems.
- Good business planning and organization.
- Assuming responsibilities, delegating and allocating powers.
- Bear the pressure of work and prepare for extra hours.
- Very good knowledge in computer and office software with great skill and professionalism.

Hobbies & Interests:

- Volunteering and community work.
- Design and work on Photoshop programs.
- Play chess.
- Walking.
- Hobby installing puzzle pieces and intelligence games.



جمهورية السودان

Republic of The Sudan

SUDAN INTERNATIONAL UNIVERSITY



0000701

Nationality: Sudanese

CERTIFICATE

This is to certify that the Senate of the Sudan International University has awarded Haitham Mukhtar Ali Adam the degree of Master- Grade (Good) in Business Administration- Project Management Specialization on fulfilment of the requirements of the Degree in the Faculty of Management Sciences

Date of award : 03/02/2015

Date of issue : 21/02/2015


Dean


The Registrar


Dr. Saif Eldin Osman Saeed
Secretary of Academic Affairs



University Number
08/213645

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
The Republic of The Sudan
University of Khartoum
Academic Affairs Secretariat



0617064

CERTIFICATE

Haitham Mukhtar Ali Adam

Sudanese National

This is to certify that the above named has passed the final examination in the Faculty of Technological and Developmental Studies and has been awarded the degree of Bachelor (General) (Distance Education) in (Business Administration) with (Very Good)

on 8th of Shaaban 1434
17th of June 2013

by the Senate of the University of Khartoum

Dr. Abdalla Gumaa Farwa

Dean

Dr. Osman Eltayeb Abdalla Eltayeb

Dr. Ibrahim Mukhtar Ahmed
Academic Affairs Secretary



Date: 18-11-2015



الكلية الحربية القوات الشعب المسلحة

إبلاغ العلوم العسكرية

بهذا تشهد هيئة تعليم الكلية الحربية أن
 نمرة ٧٥٤٠٧٠ طالب حربي لصيم مختار على اسم
 قد أكمل بنجاح فترة التدريب
 بالكلية الحربية وحاز على هذه

الديبلوم

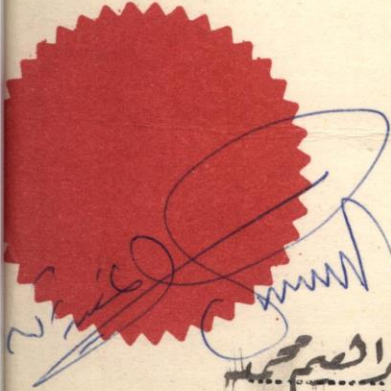
منحت في وادي سيدنا في هذا اليوم
 عام ألف وأربعمائة وخمسة عشر هجرية
 الموافق من شهر ربيع الأول عام ألف وتسعمائة
 وخمسة وستين ميلادية

لواء كبرى محمد دوار

عبد الله عويضة سقف
 قائد الكلية الحربية

عبد كبرى محمد سيف
 قائد ثانى الكلية الحربية

عصية كبرى
 عبد المنعم إبراهيم محمد
 كبير المعاملين







The International Center of Neuro - Linguistic Programming

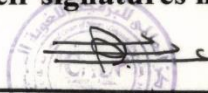
HEREBY CERTIFIES THAT

Haitham Mukhtar Ali

Has successfully demonstrated the skill and competence, in the patterns
Of Neuro-Linguistic Programming, required to achieve

N . L . P . DIPLOMA

In witness thereof, the following have officially decreed and affixed
their signatures hereto this 21th day of July 2006



ANTAR S. BAKRI

Certified Trainer of NLP - Thinking - HYP - TLT
(ICNLP - ABNLP - TLTA - GTC - INLPTA - ABH) Trainer

