

**Haitham Mukhtar Ali Adam**

**HSE Supervisor**

**My Career Goals:**

* Use my qualifications, my studies, my expertise, my abilities and my creative abilities to serve the company to develop it and develop myself.
* Working on improving the company's level and achieving its goals in relation to good service for customers and achieving excellence and maintaining their level and development.

**Personal Information's:**

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| --- | --- |
| 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 tongue

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:**

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

**Experience ( KSA ) :**

**Horizon Contracting and Information Technology Group – KSA – Buraidah**

April /2019 –Till now

# 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.

**Horizon Contracting & Information Technology – KSA – Riyadh**

December/2017 – April 2019

# Warehouse Keeper

* Carry out all deliveries, check and store incoming items
* Exchange the required items and ship them to the beneficiary and the requesting parties
* Follow inventory and inventory balances periodically and review items
* Everything related to the warehouse of cleanliness and arrangement and handling and follow-up
* Ensure the application of security, safety and quality standards

**Production Lines Factory for Engineering Industries– KSA – Riyadh**

April/2017 – August/2017

# Administrative and Financial Affairs Manager

* Preparation of plans and programs for administrative and financial affairs.
* Follow-up work related to licensing and commercial and industrial registration.
* Verification of the application of all administrative instructions and decisions issued
* Prepare, submit and submit work related reports
* Carrying out financial and accounting management (restrictions - documents - treasury - expenses, etc.)
* Personnel management and everything related to it

**Al Jazlani Law Firm & Legal Consultancy – KSA – Riyadh**

December/2016 –March/2017

# Executive Secretary

* Supervising the administrative and secretarial staff
* Arrange and schedule the meetings
* Coordinating the work of consultants and lawyers and following up the execution of assigned tasks
* Follow-up of the executive secretariat of correspondence, interviews, communications and others
* Management and follow-up of digital archiving, paperwork and preservation of files and documents

**Rehab Almashaeir Co – KSA – Makah**

July/2016 – October/2017

# Service Workers Supervisor

* Conduct interviews with the individuals required to work and choose the appropriate ones.
* Supervising the training of the selected persons to work according to their respective fields (subsistence, guards, camp services, cleaning).
* Follow up the performance of individuals and lead the team of supervisors and 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

**The Shield Charity Organization**

April/2011 – December/2014

# Director of Human Resources

* Design and define job descriptions for each job.
* Determine the qualifications and experience required for each job
* Job posting, design, initial presentation, receipt and screening of applicants - Conduct direct interviews with and evaluate applicants.
* Sorting, grading and arranging applicants for their suitability for jobs.
* 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

**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

**African and Arab Youth Council**

June/2006 – August/2008

# Executive Secretary

* Nomination and selection of auxiliary structures: administrative, technical and labor working in the General Secretariat of the Council.
* Management and supervision of all administrative works and structures of the General Secretariat of the Council.
* Follow-up and supervision of the structure of the executive secretary of the Secretary-General of the Council and the secretariats of the specialized secretaries
* Preparation and submission of administrative and functional performance reports

**Saleel Media & Services Co**

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

**Pansy Trading & Services Co**

May/2001 – April/2002

# Administration Manager

* Preparation of plans and programs for administrative affairs
* Preparation and implementation of internal regulations governing the work
* Carry out all licensing, commercial, industrial and tax registration
* Verify the application of all administrative instructions and issued decisions - Preparation, submission and submission of reports related to work

**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

**Scientific & Practical skills:**

* Planning, developing and formulating plans and perceptions
* Technical and economic feasibility studies
* Budgeting and settlement of entries and accounts
* Planning and good organization of business
* Create and build relationships and develop them
* Relationship management and customer service
* Strategic planning and the development of plans and perceptions

**Personal skills:**

* Manage the team effectively and efficiently
* Effective supervision and follow-up of businesses and individuals
* Leadership, administrative and mentoring skills
* Creative skills , create ideas and solve problems
* Planning and good organization of business
* Carry responsibilities, delegation and allocation of powers  Bear of work pressure and readiness for extra hours.
* Very good knowledge in computer and Office programs with great skill and professionally.

**Hobbies & Interests:**

* Volunteering and community work
* Design and work on Photoshop programs
* Play chess
* Exercise walking
* Hobby installing puzzle pieces and intelligence games