

PERSONAL INFORMATIONS

Ayoub BEDHIAF



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Date of birth 06/07/1990 | Nationality Tunisian

PROFESSIONAL EXPERIENCE

04/12/2019- Present: **Quality Team Leader**

Advanced Inspection Services- AIS (TIC GROUP) Al Khobar – Kingdom Of Saudi Arabia

Ensure that the operation meets the requirements of the integrated management system according to the ISO 9001: 2015, ISO 14001: 2015 and ISO 45001: 2015.

- ✦ Ensure the distribution of tasks among all staff.
- ✦ Monitor progress and make daily weekly and monthly reporting.
- ✦ Control quality indicators organize internal and external audits.
- ✦ Organize and ensure coordination and periodic review meetings.
- ✦ Analyze dysfunctions and suggest improvements.

04/12/2019- Present: **Management System Administrator**

Gulf Certification Office WLL- GCO - Al Manamah – Kingdom of Bahrain

Guarantee the obtaining of accreditation relating to bodies carrying out audit and certification of management systems according to the requirements of ISO 17021

- ✦ Carry out a preliminary study to define the need for necessary resources.
- ✦ Develop and implement a management system according to the requirements of the ISO 17021 v 2015 standard relating to the requirements for bodies carrying out the audit and certification of management systems.
- ✦ Preparation of the documentation necessary for the implementation of this system.
- ✦ Ensure the performance of internal audits and the management review.

10/04/2019- 29/11/2019: **HSEQ Coordinator**

TIC SA (TIC GROUPE) Zone industrielle Kheiredine, lot 1-1-18, le Kram - Tunisia

Ensure the operation and compliance with the requirements of the integrated management system of the organization already certified ISO9001: 2015, ISO14001: 2015, OHSAS18001: 2007 and accredited ISO17020: 2012.

- ✦ Participation in the performance of internal audits, customer audits and supplier audits.
- ✦ Preparation of HSEQ documents for participation in bids.
- ✦ The development and the update of the integrated management systems documents.
- ✦ Participation in the migration of the occupational health and safety management system from OHSAS 18001: 2007 to ISO 45001: 2018.
- ✦ Ensuring the daily briefing meetings with the various agencies of the TIC company and the development of action plans resulting from these meetings as well as the monitoring of the implementation of these actions.
- ✦ Participate in the preparation and the awareness of all employees towards the HSEQ policy, the objectives of the organization and their roles in contributing to the achievement of individual and collective objectives.

- ✦ Diagnose the current state of customers, determine failures, and establish an action plan to meet all the requirements of the standard in question.
- ✦ Training and awareness of the various actors on the requirements of ISO standards such as ISO 9001, ISO 45001, ISO 14001, ISO 9100, ISO 22000 or IATF 16949.
- ✦ Provide Support for our customers during the implementation of management systems while respecting the implementation deadlines and optimizing costs.

EDUCATION & TRAINING

Baccalaureate: Mathematics

Secondary high school of Nefta, Tunisia

Mathematics and physics.

Preparatory school for engineering: Mathematics- Physiques

Preparatory school for engineering studies of Gafsa, Gafsa Tunisia

Analysis, Algebra, Physics, General Chemistry and Computer Science.

National diploma of engineering in Industrial engineering

Central Polytechnic School of Tunis, El-Kram Tunisia

Production management, Quality management, Supply Chain Management.

Training: Integrated Management HSEQ Management

Bureau Veritas, Les berges du Lac Tunisia

- The requirements of ISO 9001: 2015 and ISO 14001: 2015 as well as ISO 45001.
- The principles of integrated management and its techniques.
- The process for setting up management systems.

Training: Radiation Safety Officer

Technology experts, Al Khobar Al Shamalia, Al Khobar - Kingdom of Saudi Arabia

Training: Construction Safety Training System (CSTS 2020) - Fundamentals

Alberta Construction Safety Association - Fort McMurray, AB T9H 4K7, Canada.

Training: Lead Auditor Environmental Management Systems ISO 14001:2015

TUV SUD Middle East L.L.C

Training: Lead Auditor Occupational Health and Safety Management Systems ISO 45001:2018

TUV SUD Pvt. Ltd.

Training: Oil and Gas Safety and Health Professional – 233 Hours Program OSHACADEMY

PERSONAL SKILLS

Mother Tongue: Arab

Foreign Languages	UNDRE STAND		SPEAK		WRITE
	Listen	Read	Take part in a conversation	Speak out continuously	
French	C1	C1	B2	B2	C1
English	C1	C1	C1	C1	C1
	TOEIC Certificate obtained with a score of 940/990				
Italian	A2	A2	A1	A1	A1

Levels: A1 et A2: Elementary level - B1 et B2: Independent Level - C1 et C2: Experimented Level

Driving License: A1, B / Private