

Fahad M. Al-Qahtani

WORK EXPERIENCE

Apr 2009 - Present

Soft skills Trainer & Translator

Training:

I am a designer and a conductor of soft skills short training courses. Here are my latest titles:

1. Emergency Performance: a new look at employee's reliability.
2. Investments in safety and quality,
3. Critical thinking skills,
4. Critical Path Method (CPM),
5. Introduction of MS excel,
6. Resolving Conflicts.

Here are some of my clients:



Translation:

My professional translation had started at 2005 until present time. Translations topics included but were not limited to (+250 pages) :

- Engineering reports: +20 pages.

HR Policy:	+90 pages.
Procurement and accounting policies	+15 pages.
Psychology psychometric Test:	+40 pages.
Educational resources:	+50 pages.
Organization's internal memos:	+25 pages.
Spare parts list.	+10 pages
Financial statements.	+10 pages

Dec 2014-October 2015 Tamimi markets -Khobar, Saudi Arabia.

Training manager

- Setting up a competency map and specifying job skills needed for each position.
- Identifying occupational match through assessment.
- Designing and delivering soft skills courses like “Induction of new employees”, “Critical Thinking” and “Advanced communication”.

Nov 2011 – Aug. 2014

Rabigh Arabian Water and electricity company Rabigh, Saudi Arabia

Learning and development specialist

Trainer

I was a soft skills trainer who designs and conducts soft skills courses for company's staff. I designed and conducted courses like:

Translator

I was an official translator of my company and my translations included:

- Engineering reports.
- Corporate announcements
- Interpretations from English to Arabic and Arabic to English when needed.

Aug 2008 - Apr 2009 Atteih steel group Jeddah, Saudi Arabia

Production manager

- Approving production schedule to assure delivery based on customers' need.
- Managing work force capabilities to improve their productivity.
- Communicating with sales representatives to facilitate production flow.
- Participating in construction of job descriptions of all factory's job titles.

- Leading around 35 employees.

Apr 2007 - Apr 2008 Saudi Can company Jeddah, Saudi Arabia

Materials and Production Planning Analyst

- Scheduling production for machines based on preventive/corrective maintenance updates, machine capacity, sales forecasting and raw materials availability.
- Continuing other "materials planning analyst" role tasks.

Apr 2005 - Apr 2007 Saudi Can company Jeddah, Saudi Arabia

Materials Planning Analyst

- Planning raw materials for three to six months period from both local and overseas vendors.

Planning for packaging materials from local vendors.

Scheduling for production lines based on machines' capacity.

Coordinating finished goods supply to warehouse and delivery notes to customers with sales manager.

Using MFG-Pro (specialized ERP system for manufacturing) and Excel sheets to optimize planning. (Selected features)

April 2004-Sep.2004 King Fahad University of Petroleum and Minerals, Saudi Arabia

Safety Engineer

- Leading safety officers in their daily activities that include inspections and fire drills.
- Cooperating with security and maintenance departments to insure good practice of safety precautions.

Dec 2002 - Jan 2004 Saudi electricity company Rabigh, Saudi Arabia

Safety engineer Assistant

Reporting safety violations, communicating safety awareness practices, issuing safety equipment, tools and uniforms.

EDUCATION

Jan 1995 - Jun 2002 King Fahad University of Petroleum and Minerals (KFUPM)-
Saudi Arabia *Industrial engineering, Bachelor(BSc/BA),*

OTHER CERTIFICATES

2014 Persuasive Communicator (attendance), Saudi Arabia

2013 Train Of Trainer Boot Camp ASTD, Saudi Arabia

2009 Train Of Trainer TVTC, Saudi Arabia

2012 HR strategy BizConfo, Saudi Arabia

2008 Certified internal Auditor, Saudi Arabia

SOFTWARE USING EXPERIENCE

- Wordbee
- Windows & Office: Skillful in Word, excel & power point.

REFERENCES:

Abdulhafeez Khomais, owner of AL-MUTARJEM translation agency.

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