



Mohammed Roziq Salmeen

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Personal Information

- Permanent Residency: **KSA – Jeddah**
- Date and place of birth: **Jeddah 05 OCT 1983**
- Home Address: **Jeddah – Al-Baghdadiah Al-Garbiah– Kamismoshait St.**
- Marital Status: **Married**

Work Experiences

- May 2015 : **Saudi Binladin Group (Purchasing Department, Sub-contract, Head Office):**
 1. Detailed planning and reporting activities related to procurement
 2. Prepare comparative analysis documents related to specs, price, delivery conditions, Payment terms and mode of transportation Perform
 3. Analyze and evaluate all purchasing requisitions to ensure clarity and completeness in description of material and equipment
 4. Responsible for prequalification of vendors/contractors
 5. Review and evaluate vendors/suppliers quotations - technical and commercial evaluation
- June 2013 – April 2015 : **Rajhi Steel Industries Company (Purchasing Department):**
 1. Support the organization through activities focused on sourcing and cost reduction
 2. Developing supplier alliances and implementing process improvements
 3. Perform and analysis monthly forecasting report to ensure and maintain acceptable inventory level
 4. Perform or assist with any departmental operations, as required or directed to maintain workflow or respond to emergency conditions
 5. Supplier qualification and raw material conformity analysis
- April 2011 – May 2013 : **Mitwalli Steel Products Company (Quality Department):**
 1. Quality Management representative for company
 2. Quality control responsibilities
 3. Process control analysis for test and inspection
 4. Raw material stock controller
- May 2007 – December 2010 : **Mohammed S. Madani Est. (Clearance Department):**
 1. Scope of import and export
 2. Distribution supervision
 3. Check conformity of purchased material
 4. Order invoices and purchase orders
- November 2006- April 2007 : **Isam Khairi Kabbani Group (Sales Department):**
 1. Responsibility about stock control
 2. Sales coordinator
 3. Releasing all reports about sales and stocks

Achievements & Memberships

- Certified Auditor / Lead Auditor for Quality Management System ISO 9001 by (IRCA)
- Certified Quality Consultant from UKPB (United Kingdom Professional Board)
- Certified UKAS (United Kingdom Accreditation Service) Lean Six Sigma Green Built
- Membership of American Society for Quality (ASQ)
- Membership of Saudi Quality Counsel (SQC)
- Membership of Arab Knowledge and Management Society (AKMS)
- Membership of Arabian Society for Human Resource Management (ASHRM)
- Prepare a study and plan for quality and application on the ground
- Developed and creation of all documents related to the ISO 9001 system
- Participate in internal evaluation system to ISO 9001
- Analysis of business processes at Mitwalli Steel Products Co.
- Follow-up production lines and determining the points of examination
- The standard sampling rate of the damaged production
- Development environment and work procedures in full and the transition from paperwork to electronic and digital management system at Al Madani Est.
- Administration web site of Isam Khairi Kabbani Group (IKK) Group

Degrees

- 2001 – Secondary school – Al Falah Secondary School – Saudi Arabia, Jeddah
- 2006 – Bachelor of Management Information System – Applied Science University – Amman, Jordan
- 2010 – Master of Quality Management – Arab Academy for Science & Technology and Maritime Transport – Alexandria, Egypt

Skills and Courses

- My computer and Information Technology skills are very good
- Excellent dealing with Information system programs
- MS Office Technologies (Word, Excel, PowerPoint, Visio, Outlook, MS Project).
- Take many courses of quality, self-improvements and management
- Foreign language: English (reading, writing, speaking) very well
- Foreign language: French (reading, speaking) beginner
- Very good with office works and auto desk systems
- Course of Internal Auditing for ISO 9001:2008
- Course of Six Sigma green built and Kaizen
- Course of HTML and web design
- Course of Preparation and Writing Skills Management Reports
- Course of Total Quality Management Strategies and Effective Negotiation Skills
- Attending many workshops of SQC and ASQ locally and online

References

- Available upon request