

CONTACT

Al Mubarraz, Eastern Province 36342

+966 55 933 2876

esam081@hotmail.com

Private driving license

<https://www.linkedin.com/in/essam22>

SKILLS

- Interdisciplinary collaboration
- Analytical problem solving
- Compliance understanding
- Technology integration
- Hiring and training
- Vendor sourcing
- Training and development
- Financial administration
- Project planning and development
- Advanced problem solving
- Business process re-engineering
- Lean manufacturing and design
- Advanced understanding of Microsoft
- Technical Support
- Project estimation and bidding
- Roofing
- Testing and Conversion Plans
- Performance Evaluations
- Change Control Processes
- Staff Management
- Mergers and acquisitions knowledge
- Functional & Business Requirements
- Contract Management
- Team Bonding
- Residential construction
- Expense reports
- Commercial construction
- Startups and turnarounds background
- Construction management
- Project Management
- Good in English
- Procedure development
- New product introductions strategies
- Budget administration
- Logistics Management
- Programming Languages
- Strategic planning
- Disaster Recovery Methodologies
- Microsoft Active Directory
- Systems Installation, Configuration and Upgrading
- Budgeting

ADDITIONAL INFORMATION

- I look forward to everything new in the world of technology
- I love reading, swimming, traveling and working hard
- I love my family, work team and friends

Essam Assad Abdulmalik



SUMMARY

Focused employee with 26 years of expertise adept at planning, directing and maintaining continuous operations in various departments. Experienced in directing Applying creative and analytical approach to operations for continuous process improvement. Skilled at identifying or anticipating problems and providing solutions. Excels through mentoring, training and empowering team to excel in performance. Resourceful in organizing business operations, financial oversight and resource management to achieve smooth flow and project operations. Leads procurement of resources including equipment and supplies. Monitors projects by adhering to production schedule and budget, managing production team, identifying problems and providing targeted solutions. Knowledgeable in accounting principles, bookkeeping, budget and financial management.

WORK HISTORY

Project Manager Initial Saudi Group - Al Mubarraz, Eastern Province	07/2022 – 01/2024
Facility Coordinator Initial Saudi Group - Al Mubarraz, Eastern Province	01/2022 - 06/2022
Managing Director Taiba Contracting & Maintenance company - Al Madinah, Medina Region	01/2014 - 12/2021
Managing Director Beta Polyclinics - Al Madinah, Medina Region	01/2013 - 12/2013
Director of Claims for Patients transfer from MOH Al Dar Hospital - Medina, Medina Region	01/2008 - 12/2012
Project Accountant Al Jabreen Group - Al Madinah, Madinah Region	01/2007 - 12/2007
Salesman and showroom manager Seera International - Al Madinah, Madinah Region	01/2003 - 12/2006
Secretary General manager of computer department Salsabel est - Al Madinah, Madinah Region	01/1998 - 12/2002

EDUCATION

DIPLOMA OF PROGRAMMING, 12/2003

JEDDAH CENTER - Medina, Medina Region, Saudi Arabia

A graduate of the programming diploma

Higher National Diploma: Business Administration, 01/2021

king faisal university - Al-hafoof

Higher Intermediate Diploma: Business Administration, 01/2021 King Faisal University - Hofuf I am still affiliated with King Faisal University and studying this field.

- Certificate of passing the internal training course on the concept ISO 9001 Awareness.
- Certificate of passing a course in the training program: creativity and excellence in customer service.
- Certificate of passing a course in the training program: Financial Intelligence.
- Certificate of passing a course in the training program: Social
- Certificate of passing a course in the training program: skills of preparing reports for non-administrators.
- Certificate of passing a course in the training program Health Volunteering, developed by the Saudi for Health Specialties.
- Certificate of passing a course in the training program: Emotional Freedom Techniques Medal of Merit, 3rd Class.
- Certificate of passing a course in the training program: basics of social media course.
- Certificate in social media marketing.
- Certificate of attendance of the training course for occupational safety and health.
- Certificate of passing the internal training course on internal quality audit (Internal Quality Auditing ISO 9001, 2015
- A certificate of thanks and appreciation

Region Development Authority for participating in a joint initiative entitled Health Captains .