

Mohamad El Hajj

Mechanical Engineer

Contact

Address

Al Riyadh, Saudi Arabia 12837

Phone

0594448887

E-mail

mhaj.fcc@gmail.com

Skills

Problem-Solving



Effective leader



Employee reviews



Recruitment



Business Development



Languages

Arabic Native



French Intermediate



Full time employment with wide expertise in companies' management to build strategic business relationships and partnerships.

-Strong drive with excellent interpersonal, communication and team-building skills.

-Strong leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency.

-Uses independent decision-making skills and sound judgment to positively impact company success.

-Hardworking job seeker with strong organizational skills

-Ready to help team achieve company goals.

-Passion, idealism, integrity, positive attitude, mission-driven, and Self-directed.

- Ability to work effectively in collaboration with diverse groups of People.

Work History

2017-05 Executive Manager (Partner %)

- Current

Asalat Al Bouniane "ASCO", Al Riyadh

· Managed team performance, and identifying areas to improve the performance of company overall.

· Collaborated with construction administration and the consultants to schedule field observations.

· Communicated with clients and customers to proactively deliver relevant information.

· Enforced quality procedures for all temporary and permanent construction and installation activities.

· Conducted critical pre-installation conferences with contractors, subcontractors and key stakeholders, negotiating best-possible project progression.

· Led management of site quality assurance in conjunction with QA Manager.

· Provided mentorship, support and team management to keep staff suitably trained and

English Advanced

Very Good

Russian Fluent

Excellent

Software

MS Project Management Level
1/2

Good

MS Excel Level 1/2/3

Good

QMS Process Auditing

IQAMA

Transferable Upon Requested

- Reported on progress, problems and information requirements.
- Held construction and installation teams accountable for performance against specific schedules and man-hour budgets.
- Managed site instructions, daily diary, record sheets and other forms of site reporting.
- Planned and managed resources and budget to support and deliver objectives.
- Improved productivity while reducing staffing and operational costs by 100%

2008-09 - **MEP Area Manager –Construction Division.**
2017-05 **KAP 01(Central Region 28 sites)**

SAUDI OGER Co. ,Al Riyadh

- Defined project scope, milestones and task allocation to establish and maintain clear progress plans.
- Led and motivated talented project teams, achieving targets within stipulated deadlines.
- Interviewed and hired top-performing talent.
- Delivered on revenue targets and service KPIs.
- Improved operations by generating project status reports and identifying issues for corrective action.
- Designed project presentations and reports for executive teams.
- Chaired project governance reviews and resolved challenges.
- Led meetings with department executives to review project status, drafting action plans to deliver proposed changes.
- Built company reputation by managing and successfully delivering projects.
- Supervised [72] locations to enforce high-quality standards of operation

2000-07 -
2008-09

Head of Technical Audit Department

SAUDI OGER Co. ,Al Riyadh

- **Audit Manager Engineering and Operational Audit (PLU,HVAC,F.F.)** – Supervises a team that comprises of Mechanical, Engineers Auditors that carry out **Technical and Quality Management System** (ISO 9001:2008 standard) Audit activities within the KSA for

Requirements,

- Supervision within the general guidelines specified by the Audit Director of Internal Audit for all the Mechanical. Technical audit activities to ensure effectiveness & efficiency in accordance with company policies & procedures, and audit plan.
- Preparing and ensuring that audit reports reflect related findings and in accordance with acceptable standards.

- **Technical Audit:**

- The objective of the technical Audit is to monitor subcontracts from bidding to work completion stage by ensuring,
 - Compliance with Company's "Tendering Process" – Procurement Phase.
 - Compliance with Company's Contract / Subcontract Conditions – Contracts Administration Phase.
 - Actual work completion in compliance with Progress Payments – Subcontract Progress Payment Phase.
 - Material Project site flow in compliance with the corresponding Policies and Procedures

1995-12

-

Senior Mechanical Engineer

1999-05

CCC, Lebanon- Beirut

- Handled investigations and analyses to improve existing projects and components.
- Participated in supplier evaluations to confirm technical deliverables.
- Collaborated with designers, manufacturers and other engineers to create new products.
- Provided input to other engineers regarding feasibility of designs.
- Worked with test and service organizations to develop procedures and documentation to guide production and support team.
- Wrote comprehensive technical reports summarizing findings from troubleshooting investigations.
- Evaluated final product's overall performance, reliability and safety.

Education

1981-09 - **Master of Science – Mechanical Engineer**
1988-07 **RUDN University - Moscow - Russia**

Certifications

2014-05 **Certified Professional Engineer**

2011-01 **Member of Saudi Council of Engineers, SCE**

2005-06 **Auditor/Lead Auditor (ISO 9001:2000)**

2003-07 **MS Project 2002 L 2**

2003-06 **MS Excel 2002 L3**

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Al-Amri Translation Bureau

CERTIFIED TRANSLATION



اتحاد الجمهوريات السوفياتية الاشتراكية (روسيا)
جامعة الصداقة بين الشعوب (باتريس لومومبا)
موسكو - روسيا

شهادة

رقم ٠٩٥٣٥٠

منحت هذه الشهادة للسيد/

محمد خليل الحاج

التي تشهد بأنه قد

الذي كان أحد طلاب جامعة الصداقة بين الشعوب (باتريس لومومبا)
خلال السنوات الدراسية ١٩٨١-١٩٨٧

و قد انهى الطالب المذكور خلال الست سنوات الدراسة
الخمس سنوات الدراسية المطلوبة للتخصص في

الهندسة الميكانيكية

وقد قام بانجاز كافة الاعمال النظرية والعملية المطلوبة حسب البرنامج الدراسي
وقد اجتاز بنجاح جميع الامتحانات المقررة بما فيها الامتحان الحكومية .

وقد تم منح الطالب المذكور

درجة الدبلوم العالي في الهندسة

لاكتماله التعليم العالي المقرر بتاريخ ١٩٨٧/٥/٢٨ م

و

درجة الماجستير في علوم الهندسة الميكانيكية

صدرت في موسكو (روسيا) بتاريخ ١٩٨٧/٦/٢٦ م

(توقيع الرئيس والختم الرسمي)

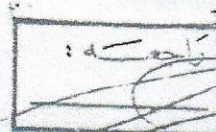
مصادقة وزارة المعارف الروسية

مصادقة وزارة الخارجية الروسية

مصادقة وزارة التربية والتعليم العالي اللبناني

مصادقة وزارة الخارجية اللبنانية

مصادقة السفارة السعودية في بيروت - لبنان





THIS IS TO CERTIFY THAT

MOHAMAD KHALIL EL HAJJ

SUPPORTS THE OBJECTIVES OF OUR BOARD OF

CERTIFIED PROFESSIONAL ENGINEERS

TO COMMIT TO BEST PRACTICE AND

CONTINUOUS QUALITY IMPROVEMENT IN ENGINEERING

as a Full Member

For the Period from January 2011 to January 2014

Membership Manager
The UK Professionals Board



Membership no.: 56813

اعتماد مهني
Certificate
Professional Accreditation

In accordance with the Regulations of Saudi Council of Engineers by
Royal Decree M/36 Date 26/9/1423H and the Engineering Professions
Practice Regulation by Royal Decree M/36 Date 19/4/1438 H.
SCE has approved:

MOHAMMED KHALIL AL HAJ

Membership Category: Engineer

Specialization: Mechanical Engineering

Membership Start Date: 2/12/2011

This Certification is valid until: 04 March 2025



الأمين العام
Secretary General

م. عبدالمحسن بن ضاوي المجزوني

عضوية رقم: 56813

استناداً إلى نظام الهيئة السعودية للمهندسين الصادر بالمرسوم
الملكي رقم م/٣٦ وتاريخ ٢٦/٩/١٤٢٣هـ ونظام مزاولة المهنة الهندسية
الصادر بالمرسوم الملكي م/٣٦ وتاريخ ١٩/٤/١٤٣٨هـ ولانحته التنفيذية
فقد قررت الهيئة اعتماد:

محمد خليل الحاج

فئة العضوية: مهندس

التخصص: هندسة ميكانيكية

تاريخ بداية العضوية: 2/12/2011

هذه الشهادة صالحة إلى تاريخ

05 رمضان 1446



THIS IS TO CERTIFY THAT

Mohamed Khalil El-Hajj


has attended a course certified under the International Register of Certificated Auditors scheme for auditors

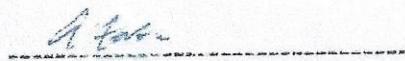
AUDITOR / LEAD AUDITOR
(ISO 9000:2000 Series Standards)

7th to 11th May 2005

iQ management systems
Business & Innovation Centre
Wearfield • Sunderland • SR5 2TA • UK
Tel: +44 (0)191 5169191
Fax: +44 (0)191 5169194
e.mail: enquiries@iqms.co.uk

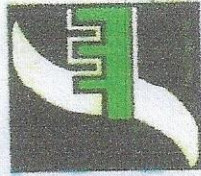
AL-KHORAYEF Management Services
Suite 626 • Al-Akaria 3
Olaya Street • PO Box 305
Riyadh • 11411
Tel: 4600858
Fax: 4600815


Signed for *iQ management systems*


Signed for *AL-KHORAYEF Management Services*

iQ management systems Course No: IATCAA17054 certified by IRCA

Certificate of Completion



This certifies that

El-Hajj Mohammed Khalil

has successfully completed the course

Microsoft Project 2002 Level 2

This is a/an 16 hour course

July 14, 2003

Date

A Complete PC Learning Center
A division of
(Al-Khaleej) Training & Electronic Industries)

Ramona
Instructor

[Signature]
Director


New Horizons®
Computer Learning Centers
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Head Office Riyadh (Saudi Arabia)
Branches Al-Khobar Jubail & Jeddah.

Certificate of Completion



This certifies that

El-Hajj Mohamed Khalil

has successfully completed the course

Microsoft Excel 2002 Level 3

This is a/an 8 hour course

June 18, 2003

Date

A Complete PC Learning Center
A division of
(Al-Khaleej Training & Electronic Industries)

T. Al-Hajj

Instructor



New Horizons
Computer Learning Centers

CHOOSE. LEARN. SUCCEED.

Al-Hajj

Director

Head Office: Riyadh (Saudi Arabia)
Branches: Al-Khobar, Jubail & Jeddah