

MOHAMMAD A.DEEB

BIOGRAPHY



INTRODUCTION

I am a Training Specialist in Management and Technical Field, hold a Bachelor of Arts in Education Administration from Kensington University – Glendale, California and a Certified Trainer form Gordon Training International (GTI)- Solana Beach, California. Provide Consultancy in HR policies, procedures, and Job Descriptions. In addition to QMS.



EXPERIENCE

During my 30 + years of professional experience in the Middle East I trained with many government, academic, chemical, petrochemical private sectors and steel companies. I worked as a Translator, Senior Admin Coordinator, Technical Trainer and Training Specialist. I managed all training activities, taught hundreds of employees, Implemented in-house training programs, knowledge sharing and Job Qualification Programs. In addition on to that I Prepared Job Descriptions for various positions, reviewed HR policies, procedures and building up Integrated Management System.



EXPERTISE

My training and consulting experience spans many academic, chemical, petrochemical and steel companies. My core competency as a bilingual trainer I can deliver bi lingual Management / Safety and Technical courses such as but not limited to:

- Dealing with others – All levels
- Conflict resolution – managerial and supervisory levels
- Work ethics in industry plants – Staff
- Industrial Safety
- 5s Program
- Operator responsibilities in Chemical and steel plants
- Technical English – for Chemical plants - All levels
- Team Building - All levels
- Leader effectiveness training - All levels
- Other soft skills – Supervisory Skills- Time management – Communication Skills- Employee Motivation- Conflict resolution



CONSULTING

With extensive experience I can support organizations in reviewing HR policies, procedures, and Job Descriptions. I have the ability to support Organization in maintaining Integrated Management System (IMS).



PERSONAL INFORMATION

Date of Birth : 5/7/1955

Nationality : Jordanian

Marital Status : Married



CAREER OBJECTIVES

Seeking employment opportunity where my administrative / educational background and training / quality management experience can be best utilized.



EDUCATION

BA in Education Administration | Kensington University– Glendale, California
1984

Diploma in Teaching | Hawara Teachers Institute – Hawara, Jordan
1975



PROFESSIONAL EXPERIENCE

Quality and Training Manger | SEDRES MARTIME XO LTD, Jubail - Saudi Arabia
JAN 2018 – PRESENT

- Insures that processes needed for the Quality Management System are established implemented and maintained.
- Reports to the top management on the performance of the quality management system and any need for improvement.
- Promotes awareness throughout the company of the QMS and the customer requirements it was designed to meet.
- Liaises with external party on matters related to Quality Management System.
- Responsible for Training Needs for employees in coordination with Department Heads based on job requirements and performance evaluation.
- Submits annual training plan based on Departments Feedback.
- Provides training resources suites, the nature of our business and evaluate training course contents.
- Makes sure that Training procedure and forms are maintained and up-to-date. Following up "Training Requests" from all depts. and checking its effectiveness.
- Executing management training programs and providing supporting materials.
- Maintains employees' training records.
- Coordinates all training activities and arrangements including the payment of training fees.
- Generates regular reports data, on training activities and budget inputs for training activities for future reference and management review.
- Establishes and maintaining good business relationships with Trainers, Training Providers, Management and employees.
- Handles COOP training for Colleagues, Universities and Institutes

Training Specialist | ArcelorMittal, Jubail - Saudi Arabia

SEPTEMBER 2014 – DEC 2017

- Provides Subject Matter Expertise and lead the development of strategic design, implementation, evaluation and continuous improvement of the company learning processes
- Adapts Best World Class Training & Development Practices for continual improvement of effectiveness, efficiency and consistency and to ensure a competent workforce now and in the future.
- Continual training and development of the workforce and a working environment that fosters teaming, competency, ownership, self-accountability, discretionary effort and full engagement.
- Attaining all Business results based on pre-determined targets and goals.
- Supports the identification and development of key performance and competency indicators.
- Provides coaching and mentoring to employees and leadership as required in training and develop processes.
- Executes training programs in Management / Safety and supporting materials.
- Generates Human Resources data analysis/reports as required.

Training Specialist | Jubail Chemical Industries Co. (Jana), Jubail - Saudi Arabia

JUNE 2011– SEPTEMBER 2014

- Manages all NAMA training activities and assist in annual Training Planning
- Assists in conducting Training need assessment (TNA) on yearly basis and follows up with Management Line
- Prepares training budget in coordination with department heads.
- Implementing in-house training programs , knowledge sharing and JQP programs.
- Ensure that Training & Development procedure and forms are maintained and up-to-date.
- Provides training resources suites the nature of the business and evaluates training course contents
- Handles individual training requests, matches to available courses and training needs, and sends confirmation to department with full details.
- Conducts training courses in Quality Management Systems, employee career development and basic operation program.
- Carries out other similar or related duties such as ensuring the proper maintenance and keeping of personnel training records and files.
- Prepares regular reports data, on training activities and budget inputs for future reference and management reviews

Training & ISO Specialist | Jubail Chemical Industries Co. (Jana)

APRIL, 2006 – JUNE 2011

- Insuring that processes needed for the quality management system are established implemented and maintained.
- Reporting to the top management on the performance of the quality management system and any need for improvement.
- Insuring the promotion of awareness of customer requirements throughout the organization.
- Liaison with external party on matters related to quality management system

Senior Admin. Coordinator | Jubail Chemical Industries Co. (Jana)

JULY 1999 – APRIL, 2006

- Coordinates and controls the provision of a range of administration, Human Resources and training services.
- Having responsibility for SAP system administration, and Board of Directors affairs.
- Translates various documents and conducts English language courses to company employees.
- Covers all administrative works related to the Admin. Manager during his leave.
- Coordinates all JANA training activities.
- Prepares training needs, receives training requests, matches to available courses, and sends confirmation to department with full details.
- Carries out other similar or related duties such as ensuring the proper maintenance and keeping of personnel training records and files.

Editor | Saudi Basic Industries Corporation (SABIC) – Jubail, Saudi Arabia

1998 – 1999

- Provides quotations, study offers, contact clients and assist in administrative affairs.

Senior Sales Representatives | Jubail Copy Center – Jubail, Saudi Arabia

1997 – 1998

- Provides editing and translation services.
- Handles publications and other administrative activities.

English Instructor | National Chemical Fertilizer Co. (Ibn Al- Baytar) – Jubail, Saudi Arabia

1988 – 1997

- Prepares general and technical English curriculum for all levels.
- Conducts English classes for employees and trainees at all levels.
- Develops training materials for trainees.
- Develops course planning, management, evaluation and follow up.

English Language Teacher, ESL Department | Jubail Human Recourses Development Institute (Royal Commission) – Jubail, Saudi Arabia

1986 – 1988

- Teaches English to trainees at different levels of ability.
- Carries out general supervisory and administrative activities.

Translator, Gildemeister Projecta | Jubail, Saudi Arabia

1982 – 1986

- Translates technical publications for instructors and trainees.
- Updates curriculum materials for employees training purposes.
- Translates counseling reports, and all other non-technical reports.
- Provides editing services.

Administrative Clerk | New Jeddah Clinic Hospital – Jubail, Saudi Arabia

1981 – 1982

- Interviews patients, prepare records, assist in interpretation of medical issues, provide general translation and prepare medical certificates.

English Instructor | Jubail Training Center (Al-Bilad Vennell) – Jubail, Saudi Arabia

1978 – 1981

- Teaches English to trainees undergoing training in construction and equipment operations.
- Provides additional duties included course development, trainee counseling, supervision and evaluation.

English Teacher | Libyan Public Schools – Gharian, Libya

1976 – 1978

- Teaches English to intermediate level students.

English Teacher | Jordanian Public Schools

1975 – 1976

- Teaches English to elementary and intermediate level students.



TRAINING COURSES

- Diploma in Practical English – ICS, USA
- Microsoft Word, Microsoft Excel and knowledge of Macintosh system.
- Technical report writing
- Train The Trainer
- Work Simplification
- Job Analysis & Job Description
- International Trend in HRD
- ISO 9000:2000 Fundamentals
- ISO 9000:2000 Internal Auditor Training Course
- ISO 9000:2000 Lead Auditor
- Foundation Course on ISO 9001:2008
- Integrated ISO 14001& OHSAS 18001 Internal Auditing
- IMS / RC 14401 Internal Auditing
- RC 14001 Train the Trainer and Awareness
- ISO 9000:2015 Internal Auditor Training Course
- Advanced Presentation Skills
- Advanced HR Management
- First Aid/CPR training
- Quantum Reading
- Active listening
- TQM
- Conflict resolution
- Communication in multicultural work environment
- Matrix of HR Measuring
- Process Mapping – Quality Management Systems
- Effective Solution using cause root analysis
- Leader Effectiveness Training
- Leader Effectiveness Training - LET – Certified Trainer
- Training Needs Assessment

- Emotional Intelligence
- Effective Corrective & Preventive Action Using Root Cause Analysis Techniques
- Six Sigma White Belt
- Certified Training and Development Professional.



MAJOR ACHIEVEMENTS

Nama Chemicals

- Share in building up Integrated Management System IMS during the documentation, internal auditing and certification process.
- Share in building up Job Qualification Program (JQP) for plant operators in terms of preparing a procedure, forms, questions, materials, conduct tests and update records.
- Prepare 108 Job Descriptions for various positions in coordination with concerned departments.
- Work on preparing 60 work flow charts for different processes in coordination with concerned department process owners.
- Share in building up Responsible Care RC 14001 system in terms of task force groups, documentation, internal auditing and awareness and training.
- Share in translating and conducting Leader Effective Training package licensed by Gordon Training International.

Arcelormittal

- Created the Training Manual for the company along with the associated forms
- Conducted Knowledge sharing programs several times in a year in Management/ Technical / Safety and Compliance Training such as but not limited to:
 - Dealing with others – All levels
 - Conflict resolution – managerial and supervisory levels
 - Work ethics in industry plants – Staff
 - Industrial Safety
 - 5s Program
 - Operator responsibilities in Chemical and steel plants
 - Technical English – for Chemical plants - All levels
 - Team Building - All levels
 - Leader effectiveness training - All levels
 - Other soft skills – Supervisory Skills- Time management – Communication Skills – Employee Motivation
- Prepare 475 Job Descriptions for various positions in coordination with concerned departments.
- Share in developing and conducting of Job assessment for 424 positions
- Share in building up the Effective partner model with the HR team for the OJT programs.
- Reviewing the HR policy for the company

Languages

English and Arabic

References

Furnished upon request