

HUSSAM ALMALKI

General Administration

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Summary

Harnessing my strong sense of responsibility, dedication to work, and strong motivation to work with you and take advantage of the qualifications and skills that I acquired through my academic achievement in the service and development of your work.

Work Experience

Feb 2018 Present -	Quality inspector Saudi Mechanical Industries Company Saudi Arabia' Examine the product and ensure that it meets the required standards Develop plans and methods for testing products to ensure their quality Preview problems and errors in products, find out the causes, and try to find solutions Send reports of all problems encountered by products to the department manager
Jan 2015 Apr 2017	Operator Riyadh Cable Company Saudi Arabia Set up a test run to check whether the machines are producing output according to specification. Adjusting machines to complete full cycles of manufacturing a large number of parts. Supervise machines while they carry out the tasks and make any necessary adjustments to achieve a better result.
Jun 2011 Oct 2013	Public Administrative Clerk International Company for Information Systems Riyadh, Saudi Arabia Following up and implementing the various administrative decisions issued by the line manager, making schedules, preparing and distributing meeting minutes. Processing daily mail, notes, circulars and administrative documents

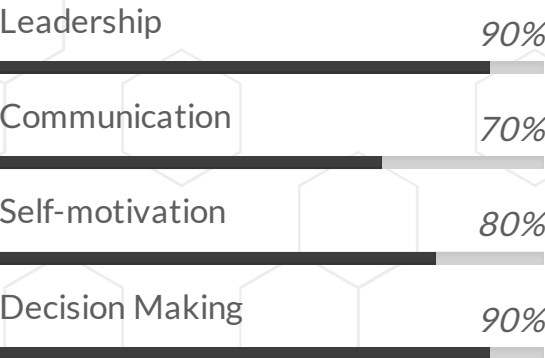
Education

2013	Mechanical technician production and quality Higher Institute for Plastics fabrication
2020	General Administration King Abdulaziz University

Courses

Aug 2019	Project Management: Quality and Human Resource Management
Mar 2019	Fundamentals of Management
2021	Bank and financial
2020	information security
2021	principles of Financial Accounting
2021	ISO 9001 Quality Auditted Basis of Excellence Center




Personal Skills



Languages



Hobbies

-  playing the oud
-  Reading
-  Photography