

**Email**

eng.ghaithmalkawi@gmail.com

Address

Wakrah - Qatar

Phone

+974 66654580

Date of birth

12-06-1991

Nationality

Jordanian

Link

www.linkedin.com/in/ghaith-malkawi-bb651591

**Skills**

Teamwork
Problem-Solving
Handling conflict
Mentoring
Management
Budgeting
Troubleshooting
Auditing

**Languages****Arabic**

Native Speaker

English

Advanced

French

Intermediate

Urdu

Intermediate

Hindi

Intermediate

Ghaith Malkawi

Production and Operations Manager

Quality Management, sustainability and training expert with over 6 years of experience in reputable organizations in 5 countries.

Experience

■ Production and Operations Manager

Target Metal Industries *Wakrah - Qatar*

October 2019 - Present

1. Provide inspired leadership for the organization teams and motivating staff to achieve production goals.
2. Make important policy, planning, and strategy decisions.
3. Develop, implement and review operational policies and procedures.
4. Support the company in production planning and making sure the business is adequately resourced.
5. Ensuring that communication between departments is ongoing and utilized to maintain an environment of continuous improvement.
6. Assist HR with recruiting when necessary and Identifying any skills gaps in the organization and undertaking a recruitment program to support this.
7. Training of staff and managers to ensure that everyone is performing adequately in their role.
8. Help promote a company culture that encourages top performance and high morale.
9. Managing budgets and costs effectively in respect of the planning process and auditing.
10. Work with senior stakeholders.
11. Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
12. Work with the board of directors to determine values and mission, and plan for short and long-term goals and Acting as a liaison to them to keep them up to date with shop floor matters.
13. Identify and address problems and opportunities for the company.
14. Support worker communication with the management team
15. Ensuring key performance indicators are in place and production targets are met.
16. Implementation of any new policies and procedures relating to the production process.
17. Build alliances and partnerships with other organizations
18. Introducing and managing in-house IT systems ensuring that they are fit for purpose.

▪ **Quality Assurance Manager**

AlOsool Bldg. Metallic Const. Ind. LLC Sharjah - UAE

April 2018 - September 2019

- 1.Devise procedures to inspect and report quality issues
- 2.Assure QMS being followed and processes being implemented
- 3.Monitor all operations that affect quality
- 4.Take place in audits (Internal & external), review feedbacks and update work procedures and documents if required
- 5.Supervise and guide inspectors, technicians and other staff
- 6.Assure the reliability and consistency of production by checking process and final output
- 7.Appraise customers requirements and make sure they are satisfied
- 8.Report all malfunctions/errors to production in-charges to ensure immediate action
- 9.Facilitate proactive solutions by collecting and analyzing quality data
- 10.Review current standards and policies
- 11.Keep records of quality reports, statistical reviews and relevant documentation
- 12.Ensure all legal standards are met
- 13.Communicate with external quality assurance officers during on-site inspections

▪ **Production Engineer**

AlOsool Bldg. Metallic Const. Ind. LLC Sharjah - UAE

January 2015 - April 2018

- 1.Applying engineering principles and practices towards improving manufacturing processes.
- 2.We are directly involved in the development and production process or act as project consultants, providing advice and recommendations when needed.
- 3.Studying drawings and specifications.
- 4.Preparing material scheduling.
- 5.Issuing requisition to Stores for materials as per Material Schedule.
- 6.Coordinating with Stores for material requirement.
- 7.Planning daily production based on overall monthly production plan.
- 8.Supervising all the production activities and offer feedback and instruction to all factory workers regarding productivity and quality improvement.
- 9.Interacting and exchange information with production workers and supervisors for day to day activities.
- 10.Ensuring all production plans and deadlines are adhered to.
- 11.Preparing daily production report (daily work done by each fabricator and actual production output of the plant).
- 12.Coordinating with Painting Department and agree on a daily Painting run.
- 13.Participating in the Employee's performance evaluation processes.
- 14.Performing other duties as required supporting the activities of the company

▪ **Mechanical Sales and Design Engineer**

Gulf Future Energy *Irbid - Jordan*

August 2014 - January 2015

1. Collecting the might be interested contact details (targets).
2. Arranging the first contact (by calling or site visit).
3. Checking the technical background of the target.
4. Gathering needed data and information about the targeted project.
5. Analyzing electricity consumption due to monthly bill.
6. Calculating the primary needed power input.
7. Checking system's site and confirm the availability.
8. Designing the needed system and arranging the shape and orientation of solar panels.
9. Ensuring getting the confirmation from EDCO to start the project.
10. Getting the final confirmation from the client.
11. Arranging materials to be ordered from suppliers and inspecting the properties and description.
12. Following up with clients.

Education

▪ **Bachelor's degree in Mechanical Engineering - Thermal Powers and Energy**

Mu'tah University *Al Karak - Jordan*

2014

▪ **High School - Scientific**

king Abdullah the 2nd school for excellence *Irbid - Jordan*

2009

Certifications & Courses

Strengthening Community Health Worker Programs- HarvardX/edX - Harvard University. (May/2020)

Sustainable Development: Solutions and Trends KTHx/edX - KTH Royal Institute of Technology (April / 2020)

6sigma Black Belt 6Sigma Study VMedu (August / 2018)

IMS Internal Auditor (ISO 9001-2015, ISO 14001-2015, ISO 45001-2018) Guardian Independent Certification (June/ 2018)

6sigma Green Belt 6Sigma Study VMedu (June / 2018)

6sigma Yellow Belt 6Sigma Study - VMedu (May / 2018)

6sigma White Belt Council for Six Sigma Certification (May / 2018)

Cabinets Technical Fabrication Certified Trainer AIOsool Group - Sharjah 2017

Green buildings concepts and strategies Chicago institute for management

Sewage Systems Design workshop Jordan Engineers Association Irbid 2013

Engineering Plans workshop Jordan Engineers Association Irbid 2013

References

Eng. Emad Hussein - Senior renewable energy engineer at EDCO Jordan Mobile: +962 795070127

Eng. Amna Masoud - Project Manager at Science And Development ME Co Mobile: +962 795070127

Mr. Mohammad Faris - Finance and Procurement Manager at Al Osool Group Mobile: +971 562236446

Eng. Siby Jose - Project Manager at Al Osool Group Mobile: +971 562236446

Eng. Mohammad Nouman - Senior B&C Inspector Intertek Mobile: +971 561886557

Key skills and knowledge base

Production, Auditing, ISO, Quality Assurance, Quality Control, Design, Estimation, R&D, Steel Manufacturing, Fire Cabinets, Fire Rated Doors, Stainless Steel Kitchen, Powder Coating, Wooden Finish, PVD Coating, CNC punching/ bending, Coordinating, Estimation, Solar System, Photovoltaic, sewer System, LEED, Maintenance and Sustainability, 6Sigma.

Others

Qatar driving license

UAE driving license

Jordanian driving license