



MAHMOUD ALNAJJAR

PALESTINIAN NATIONALITY - DOB : 20-01-1983



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DUBI ARJAN BARSHA SOUTH 3 , Z2 TOWER FLAT#513

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EDUCATION, PROFESSIONAL QUALIFICATIONS

- ✓ Graduate as Electrical Assistant Engineer
- ✓ Logistics & Supply Chain Managements Certificate
- ✓ Health Quality Management Certificate
- ✓ Management Skills & Leadership Developments Certificate
- ✓ Commercial Corresponding Certificate
- ✓ H.R Managements Certificates
- ✓ Office Management Leader Certificate
- ✓ English Courses Certificates
- ✓ Trading Appreciation Certificate
- ✓ Course for First Aid & HLO
- ✓ HSE Curses Certificate's & PTW

INTEREST

- ✓ OPERATION MANAGER
- ✓ WAREHOUSE MANAGER
- ✓ PROJECT SUPERVISOR
- ✓ TEAM LEADER
- ✓ STAFF SUPERVISOR
- ✓ PROJECT COORDINATOR
- ✓ H.S.E. ADVISOR
- ✓ H.S.E. OFFICER

PERSONAL STATEMENT

I have worked more than 22 years in Companies Management's As Operation Manager , Warehouse Manager , HR Manager, Public Relation Manager, Project construction Supervisor & Project Team Leader , Administration Leader , Projects Team Leader , Staff Supervisor Heavy Lift Specialist Supervisor , Rig Move Master & H.S.E. Advisor , H.S.E Officer .

WORK EXPERIENCE

H.S.E. Advisor (January 2023 Up To Date)

Globe Building Contracting

(In Several Sites : dubai ned alhumer , telal alghaf , arjan , Sharjah telal , khorfakan rescors)

Monitoring Health And Safety Assess Risk And Design Strategies To Reduce Potential Hazard Within An Assigned Workplace Or Geographic Area

Observing Company Employs Safety At Work ,

Responsible Of Facilitating Compliance With Occupational Health And Safety Guidelines, Insure The Safe Working environment And Prevent Injuries And Accidents.

Operation Manager / Warehouse Manager / HSEA (2021 – 2022)

A.H MEDICAL - Hospitals & Factories Construction

Overseeing all aspects of The projects, and insure the project will completed ON Time and within Budget.

Monitor the safety of the workers and equipment's

coordinate communication between various parties involved in the project

Conducting Daily Meetings , DPR

Oversee , Receiving , Distribution The Warehouse Items

Set Up Layout And Ensure Efficient Space Utilization

Produce Reports And Statistics Regularly in , out Status Report , Dead Stock Report,,etc .

Monitor The Quality , Services Provided , Coordinate With All Parties Involved .

Plan Work Rots Assign Tasks , Manage All Teams

Supervisions And Employ's , plus Hygiene , Security , HSES

Prepare Annual Budget, Liaise With Clients , Suppliers, Transport Companies .

Manage Stocks Control And Reconcile With Data Storage System

PROFESSIONAL RELEVANT SKILLS

- ✓ Combined with team management coordination skills and strong
- ✓ mind-set towards satisfying the employer with my professional work experience and positively help meeting the overall client requirements.
- ✓ Some of my traits are flexibility, willingness to accept changes in processes & technology and the motivation to continuously improve the quality of work & work as a team player to achieve the company goal.
- ✓ I enjoy challenges and will invest the time and efforts to succeed in every undertaking, I assure you that I will make positive contribution to the company if given a chance.
- ✓ I look forward to an interview in which we can discuss about the potential benefits our synergy can bring to the company,
- ✓ Fluent in English and Excellent Social and Communication Skills Confident of learning And handle any systems on task , Or Work
- ✓ Handling Any Responsibility and Team , As very well conversed with the basic theory and concepts
- ✓ Have an aptitude for picking up new equipment Or System , and technology Quickly on the own
- ✓ Highly Organized , Motivated Driven To Get The Job Don Have Strong Knowledge Of The Position From My Previous Experience
- ✓ Have Variety Of Skills That Would Make Me An Asset To The Team My Enthusiasm And Dedication To The Role Will Help Me To Quickly Become Valuable Part Of The Team

Operation Manager / Warehouse Manager / HSEA (2020 - 2021)

Syria specialty Hospital , Alassad University Hospital
Glorious Hospitals & Factories Construction

Administrative Functions , Oversee . Train , Evaluate And Reward Staff , Ensure Success Of The Work On Time And Within Budget , Handle Multitask Effectively , in Fast Paced Dynamic environment , And Perform Duties And The Way That Can Maximizes The Company Profits
Overseeing , Receiving Warehousing And Distribution Operation Implementing Operational Policies And Procedures
Ensuring The Safety Of The Staf , And Safe Warehouse Equipment's Maintaining Documentation And Keeping Accurate Records Of Warehouse Activities Available At Any Time Needed Even Work Extended Hours , Problem Solving Skills .

Operation Manager / Warehouse Manager / HSEA (2019 - 2020)

Alqabani Construction

Vivalia Hospitals & Factories Construction

Analyzing The Shipments Logs , Review Timeliness Of Scheduled Deliveries , Order New Supplies Needs Materials In Time Manner , Constantly Work To Improve Processes
Make Suggestions For Productivity Improvement's , Oversee The Employs Workflow
Ensure The Facilities Equipment's Properly Maintained
Communicate & Collaborate With All Team Members , Train Guide And Evaluate New Warehouse Workers .
Ensure That Proper Arrangements All Time To Achieve Peak Efficiency , Insure Effective Safe Operation
Keep Details Records Of Warehouse Activities In All And Everything .

HR Manager / Company Owner (2017 - 2019)

Ogharet Trading , Kareem Trading

Manage all staff process including recruiting, interviewing, hiring and onboarding
Insure job descriptions are up to date
Develop training materials and performance managements programs to help ensure employees understand their job responsibilities
Investigate employee issues and conflicts and brings Them to resolution
Conduct performance and salary reviews
Provide support and guidance to HR staff
Design and implement employee retention strategies

Operation Manager / Company Owner (2013 - 2017)

4 Directions , Stormneft

Coordinate all administrative activities related to an organization s personnel their duties include developing recruitment strategies implementing systems for managing staff benefits
Payroll and behavior and onboarding new employees

COUNTRIES WORKED

SINGAPORE , BRUNEI , China
TURKEY , Vietnam , CAMEROON
NIGERIA, GHANA , INDIA
KSA , UAE , IRAN
BAHRAIN QATAR , KUWAIT
JAPAN , SYRIA , BRAZIL
THAILAND, INDONESIA
MALAYSIA , MEXICO
HONGKONG, MYANMAR,
PHILIPPIENS , RUSSIA , KOREA

ADDITIONAL COURSES :

- ✓ NEBOSH IGC
- ✓ OSHA
- ✓ IOSH MS
- ✓ ENVIRONMENTAL
MANAGEMENT&
SUSTAINBILITY –UK
- ✓ KHDA –FIRST AID
- ✓ KHDA- FIRST SAFETY
PRINIPLES-EFSP
- ✓ KHDA- CONTROL OF
SUBSTANCES
HAZARDOUS TO HEALTH
–DUBAI COSHH
- ✓ MANAGEMENT OF
CHANGE OF PROCESS
SAFETY MOC
- ✓ DISASTER
MANAGEMENT WITH
ADVANCED EMERGENCY
RESPONSE PRINIPLES
CPD STANDARDS UK
- ✓ APPLIED PRINCIPLES IN
SAFETY MANAGEMENT
SYSTEM APSMS
- ✓ HAZWOPER-
HAZARDOUS WAST
OPERATIONS
EMERGENCY RESPONSE
MANAGEMENT
- ✓ CONSTRUCTION
INDUSTRY HSE
MANAGEMENT SYSTEM
& PRACTITIONER
RESPONSIBILITIES
CIHMSPR
- ✓ RISK ASSESSMENT
ASSESSOR

PUBLIC Relation Manager & HSEA (2008 - 2013)

Amities Energy , Mari Human

Managing the organizations public relations team And overseeing all their activities

Developing and implementing publicity strategies for the company products and services including a crisis management strategy

Developing and implementing organizational publicity strategies for company events

Creating and managing a PR plan including budgets timelines

Analyzing all media coverage of organization and drafting appropriate responses

Working with the social media team to create content calendar

Organizing promotional events such as press tours and conferences

Offshore & Onshore Projects Team Leader & Heavy Lifting Leader , Rig Move Master , HSEA (2000 – 2022)

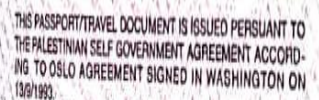
In Several Companies , Many Projects As Freelance Part Time
(NPCC national petroleum construction company , NMDC ,
ARAMCO , ADNOC , ZAKUM , ZADCO , ZERCO ,DAS ISLAND
NSQ , ADAMAC Marine , DOMS , HHI Hyundai heavy industry
SWIBER , KUIPER , OER , SAPURA, IOEC, IOOC , NIMS,
HEROWAY, VALENTINE Maritime , PETRO CANADA ,
SHELL Brunei , Total , OXY , ONGC India .

Thank you for considering my application , I believe my 22 Years
Of Experience would be valuable in the (specialization of the
company) space , and I look forward to any opportunity to show you
how I can be of assistance in your organization , I've attached my
resume and would be happy to provide any additional information
you might need.

I hope to bring my long years of experience in the industry to a
company, like yours, where I can help it grow and succeed, and I
would love to become part of the team

I am genuinely excited by the opportunity to contribute to your
company and would be delighted to become involved in continuous
learning to improve my knowledge and skills. One of my primary
goals is to engage in professional development, as outlined in your
company My enclosed CV expands on my key skills, which include
leadership, communication, and problem-solving, and also contains
details about my academic achievements to date. As I prepare for
a career in many work fields, I am keen to gain a deep understanding
of any industry . Thank you for your time and consideration

هذا الجواز صادر بناء على اتفاقية الحكومة الثابتة الفلسطينية
وفما لانفاضية اصول الوافعة في واشنطن في ١٣ سبتمبر ١٩٩٣.
يرى من ذوي الشأن السماح حامل هذا الجواز بالدخول بدون أي
تأخير أو إعاقة وعند الضرورة حليته وتقديم المساعدة له.



IT IS REQUIRED FROM ALL THOSE WHOM IT MIGHT CONCERN
TO ALLOW THE BEARER OF THIS PASSPORT/ TRAVEL DOCUMENT
TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD
HIM (HER) SUCH ASSISTANCE AND PROTECTION AS MAY BE
NECESSARY.

MINISTER OF THE INTERIOR

OR
DIRECTOR GENERAL OF
CIVIL REGISTRATION AND
PASSPORT DEPARTMENT

وزير الداخلية

مدير عام الاحوال المدنية
والجوازات

وزارت
صنعت

جواز سفر

محمود أحمد إبراهيم التجار

2015

MAHMOUD A. E. ALNAJJAR

FULL NAME

KHADIJA

جدید خط

MOTHERS' NAME

002456184

002456184

ID NO

20-01-1983

1983-01-20

DATE OF BIRTH

SYRIA

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في اللغة
PLACE OF BIRTH

MAIL

5.

25

20-09-2026

تاريخ الانتهاء
DATE OF EXPIRY

21-09-2021

تاريخ الإصدار
DATE OF ISS

RAMAILLAH

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الاسم
PLACE OF ISS

PETROLEUM ENG.

مهندس بطرول

PROFESS



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