



**ABID AHMED KHATIB**  
*Project Management Professional*  
*Quality Management System Lead Auditor*  
Jeddah, Saudi Arabia

**Curriculum Vitae**  
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## Personal Information

Nationality: Pakistani  
Date of Birth: Nov-1963  
Marital Status: Married with three children  
Saudi Aramco approved: QA Manager  
Experience: +30 Years

***Master in Information Technology,  
Project Management Professional,  
Quality Management System Lead Auditor***



## CAREER OBJECTIVE

To utilize and demonstrate my analytical / creative ability at corporate level in development of Organizational Management system especially in Project control, Performance and requirement Management.

## SUMMARY OF EXPERIENCE

**IRCA Registered QMS Lead Auditor and PMI Certified Project Management Professional (PMP)** with strong and excellence record in Quality Assurance, Organization development, Monitoring, control and performance improvement system.

Provided services for development, implementing and improvement of Quality, organization development, and management systems for several organization in Contracting, construction, Manufacturing, Food processing, Automotive, trading, Textile and other industries in Pakistan, and Saudi Arabia.

**Master trainer:** Conduct training in various field of knowledge, educational background and continuous personal development. Trained several as successful internal auditors through various conducted workshops.

**Quality Management System Developer & Auditor:** A part from mentoring and training, Preparation of Quality Manual, Quality Policy, Quality Procedures, work instructions, Company Procedures for technical, procurement, contracts, admin, auditing, stores, logistics and Project support services Departments, setting up and monitoring of Key Performance Indicators (KPI)/Bench markings, etc and reviewing / approval of Project Quality assurance Plans of subcontractors and suppliers were also among my experience including various second party audits as per project requirements for different Construction and Material suppliers.

**Business Leader:** Develop and establish guideline for complete business solutions for Business group's right from Business development to Product handover & closing, Focusing on management turn-over, Enhanced management soft skill, reduction in entry-level management turnover, integration and automation of business communication.

**Project Management Professional:** Develop Analytical approach to report project progress link with client appraisal and approval of Material, Resources, Construction, and Quality (in term of control and Assurance). Drive strategies and methods to collect information directly and indirectly to establish performance trends and expected variance.

## PROFESSIONAL EXPERIENCE

### **Khurais Temporary Construction Facilities** 2016 - Present

Client: Aramco – Saudi Arabia

Company: Arabian Gulf Construction Co. **AGC (Zamil Group)**

**Title: Quality Assurance Manager / Organizational Development Advisor - Report to GM**  
**(Aramco # KALCIP-TCF-TR-2806-17)**

Ensure Quality management, Arrange QMS Audit and Management training.

### **Makkah Haram 3<sup>rd</sup> Expansion** 2010 - 2016

Client: Ministry of Finance, Makkah – Saudi Arabia

Company: Bin-laden - ABCD

**Title: Project Support Officer** (Report to Director Project Support Services)

- Setting up stage-by-stage Quality Management System and ensuring adherence to Quality standards & specifications and coordinating with all internal and external partners in continual improvement.
- Provide hands-on ownership for the various elements of management systems including corrective action, validations, customer complaints, and internal audits to ensure successful performance during third party audits for all sections and departments.
- Manage the implementation, maintenance, and improvement of management systems based on certification scope.
- Plan and co-ordinate systems certifications audits, and Lead QMS internal audits, analyze audits outcome and suggest improvements.
- Assist in preparation of Project control documents (*ITP, Check list, Method statement, Key performance indicators, Processes Interaction chart, Work flow, Work instructions* etc.)
- Prepare training materials, Conduct training, Evaluate response and performance. Liaise and coordinate with divisions and top management for external training programs, evaluated and managed vendors for selected courses.
- Provide vital inputs of periodic project progress and status reports to top management and other stakeholders.

### **King Abdullah University for Science and technology.** 2007 - 2009

Client : Aramco, Thawal – Saudi Arabia

Company : Bin-laden - ABCD

**Title: MEP QA/QC Manager (Client Rep.)** (Aramco# **KAUSPIS / L-592 / 2008**)

- Direct field visits periodically to supervise and guide the work of the entire project inspection team.
- Design, develops and implement Quality Management Requirement, Performance Monitoring and Quality Measurement tools.

- Ensure that all reportable incidents are investigated thoroughly and communicated to the appropriate authorities within the required time frames.
- Coordinate with Client and subcontractors to resolve quality issues.
- Directed and developed Project performance reports, including performance evaluation and individual development planning.

### ***King Abdul Aziz University.***

**2005 - 2006**

Client : King Abdul Aziz University, Jeddah – Saudi Arabia

Company : Al-Muhaidib

**Title: Management Representative (QMR)**

- As MR Ensure that appropriate measures are in place for the assurance of the quality of all aspects of provision, and in particular to ensure that any weaknesses identified via inspection, external verification, or the self-assessment are promptly addressed.
- Liaised with auditors to ensure execution of corrective action and compliance with any specific set.
- Developed an effective induction and soft skill training program in conjunction with HR department.
- Develop training and development plan, operation policies, programs, procedures and methods in concert with general policies.
- Develop and delivered management information reports to track and benchmark learning and development, participation, cost and benefits.
- Researched and recommend a complement of internal and external learning programs that align with the organization's business objectives and employee needs.

### ***Qurayyah Helipad and Hospital.***

**2004 - 2005**

Client : Aramco, Al-Qurayyah – Saudi Arabia

Company : Al-Muhaidib

**Title: Quality Assurance Manager (Aramco SAP # 70005963)**

- Manage electromechanical related operations / Conduct Quality audits and confirms quality measure implementation in all phases of project operation.
- Continuously seek areas of improvement to ensure reduction in failure and operational rework.
- Device and implement methods to verify the project requirement are met during Design, Estimation, Planning and procurement operations.
- Conduct staff management meetings to bridge communication and understanding gap in operational issues.
- Conduct internal quality management system audits, Assist and coordinate in surveillance Quality audits.
- Conduct QMS awareness trainings as part of QMS Implementation requirement.
- Device and implement digital document control system.

## ***Prince Sultan Aviation Academy***

**2002 - 2004**

Client : Saudi Aviation, Jeddah – Saudi Arabia

Company : Al-Angary

**Title: ISO Coordinator**

- Review MEP design requirement, and coordinate with site for availability of approved Design and shop drawing.
- Ensure availability of Material Submittals approval / availability of latest variation before start of work.
- Ensure that Check list and Test Plans and method statement, meet project Specification.
- Prepare control chart to follow and coordinate procurement for in time delivery of needed material.
- Delegate with consultant to understand change in scope and it variance.

## ***NCB Computer center***

**2001 - 2002**

Client : NCB, Jeddah – Saudi Arabia

Company : Al-Angary

**Title: Project Control Engineer.**

- Coordinate MEP Design, submittals, drawings etc.
- Coordinate with Design, procurement and Prepare material and drawing submittals.
- Coordinate with design for MEP coordination drawings and their approvals.

## ***Autoclaved Aerated Concrete.***

**1995 - 2001**

Client : NIG, Ahmadi – Kuwait

Company : National Industries Group.

**Title: Internal Auditor / Management Trainer**

- Conduct QMS awareness trainings as part of QMS Implementation requirement and conduct internal audits periodically to achieve ISO certification.
- Develop and implement plant operation and maintenance SOPs.
- Develop technical forecast to monitor development of manufacturing facility, equipment and process.

## ***Switchgear Manufacturing.***

**1987 - 1995**

Client : Al - Ahleia – Kuwait

Company : Al- Ahleia Switchgear.

**Title: CNC Programmer. (Trumatic 500, 240 & Fagor-800)**

- Schedule and execute Production and plant maintenance of ACB & VCB assembly plant.
- Program CNC machine for deletion of assembly line parts.
- Plan / Schedule switchgear Production to align with site requirement.
- Assist quality management in implementation day to day quality requirement.
- Conduct compliance Audit as per developed standard operation procedures.
- Conduct Awareness trainings on statistical Quality Control Methods.

## ***Professional Training Program Attended***

1985 – AutoCAD version #1 Operation. (Delta Computer)  
1991 – Access and Microsoft office applications. (Laser Computer)  
1992 – Statistical Quality Control. (Pakistan Institute of Quality Control)  
1993 – Computer numeric Coding  
1998 – ISO 9002. (Lloyd's Register)  
2004 – Paper - Port (Document Archive)  
2005 – Primavera Ver #3. Project Planning.  
2005 – Microsoft Project.  
2006 – ISO 9001 : 2000 (Fahass TUV)  
2006 – ISO 14001 : 2004 (Fahass TUV)  
2008 – PMP preparation workshop – (PM House)  
2012 – Project Management Professional –PMP (PMI)  
2013 – QMS Lead auditor (Bureau VERITAS)  
2014 - IOSH Managing Safety

## ***Personal Development Program Attended***

- Time management workshop
- Stress management & Problem solving workshop
- Communicating, negotiating & prioritizing workshop.
- Successful meeting & Event planning
- Human resource management
- Business writing
- Presentation and illustration skill
- General health and safety awareness workshop
- Risk management workshop
- Communication barrier
- Developing communication skills
- Hazardous substances
- Developing team leader skills
- Conflict management skill
- Managing poor performance
- Method statement workshop
- Organization, delegation and motivation workshop

## *Developed and Conducted Workshops*

- Introduction to quality management systems.
- Conduct effective performance reviews.
- Analytical thinking.
- Smart objectives.
- Understanding Key performance indicators.
- Effective Method statements.
- Importance of Project specific Checklist.
- Inspection Test Plan and Method statement.
- Developing illustrative Work instructions.
- Decision making approaches.
- QMS Auditing for Auditees.
- How to Read body language
- ISO 9001-2008 awareness
- Advance HR Management
- Presentation and illustrations
- Basic leadership skill
- Managing poor performance
- Motivation magic
- Conflict resolution
- Supervisors Vs Managers
- The winning approach
- Organized for peak performance
- Customer satisfaction approach
- Effective report writing
- Integrated Quality Management System and Project Management.
- Performing Effective & Efficient Internal Project Audits
- Presentation and illustration skill.
- Management tools and techniques.
- Multiple Communication skill.
- Motivation at work is for life.
- Importance of Time Management.
- Organizational improvement.

## Education

- Washington International University, America  
(Completed a **Master Degree** in information technology)
- University of Karachi, Sindh, Pakistan  
(Completed a **Bachelor of Science Degree**)
- PMI Certified **Project Management Professional** (PMP) , US
- IRCA **Registered Lead Auditor** for QMS 9001 -2008 , UK
- IOSH **Managing Safely**, UK

## Membership and Affiliations

**PMI – Project Management Institute.**

**IRCA – International Register of Certificated Auditors**

**ASQ – American Society for Quality**

**IQF – International Quality Federation**

**Life Membership – CAD/CAM Society of Pakistan**

## Skills

<b>Software</b>	Windows 7/XP/NT, MS Office 2010, Access, Word, Excel, Power Point, MS Visio, MS Project, Primavera, AutoCAD, Adobe, Flash, Networking etc.
<b>Languages</b>	Urdu & English fluently read, written, and spoken Arabic intermediately read, written, and spoken Expert in Business and technical writing
<b>Quality Assurance &amp; Control</b>	Develop Illustrative Interpretation Quality terminologies, Prepare easily understandable presentation, Ensure processes are flawless and meaningful at all time. Develop Control Charts and Process Maps.
<b>QMS Auditing</b>	Expert Lead Auditor.
<b>Coordination</b>	Expert Project Control and Monitoring

## Strengths

- Confident, Hard Worker And Quick Learner.
- Positive Thinker and Good at Team Work.
- Self-Motivated and Motivator for Others.
- Enthusiastic and Takes Initiative.