



## **CURRICULUM VITAE**

### **Khalid Hameed**

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### **PROFILE SUMMARY**

More than 20 years' experience of working in multi-national companies, primarily in the Power O&M sector. I am systematic, careful and deliberate with a wide range of skills and significant depth of experience in delivering and developing staff training aimed at increasing the competence levels of attendees.

I believe in the power of the team, that the success of an organization is the outcome of a mix of reliable and competent people supported by visible, felt leadership and with the strength of relationships underpinning, every achievement.

### **EDUCATION:**

- **MBA – HRM**
- Bachelor Degree (Industrial Engineering)
- Bachelor Degree (BA)

### **COMPUTER SKILLS:**

- MS Word /Excel/Access
- Web Based Application software
- ERP and Stores Controller (Oracle based system).

### **COMMUNICATION:**

- Multilingual,
- Excellent interpersonal, analytical, organizational skills
- Confident team developer
- Excellent Presentation & Negotiation Skills
- Ability to achieve challenging objectives and work under pressure to meet deadlines.
- Process and procedure driven commitment to my own professional and personal development

## **WORK EXPERIENCE**

### ➤ **PHOENIX POWER OPERATION AND MAINTENANCE COMPANY, LLC, (Sultanate of Oman) 2000 MW IPP Sur Power Plant**

**Working as a Sr. Training Engineer** – Since 20<sup>th</sup> Aug, 2013

#### **Key Roles and Responsibilities:**

- Overall management, administration of Web-based, PQR training database and effective implementation of qualification task books for O&M staff to accomplish the objectives.
- Establishment of training plans, coordination with management team, assessment/gap analysis of job roles, prepare and implementation of yearly plan as per company business plan.
- Preparation of a basic qualification path and timeline documents to standardize the qualifications for Sur IPP, including a schedule of annual sequential training for each trainee on POMCO Web-based ODESIE training.
- Evaluating, Reporting and Presenting the Impact of training programs.
- Linking Training to Organizational Objectives.
- Establishing, maintaining and monitoring detailed training files for each individual ensuring that all courses, seminars attended are incorporated into the file. Arrange staff HR orientation/Induction for new Joiners.
- Preparation of Training budget for management approval
- Maintain a constant awareness of current and future relevant training service providers' and market conditions inside and outside Oman in an Access Database.
- Coordinates the events i.e. training program, Student internship, site visits and company corporate social responsibilities welfare projects.
- Conduct and arrange employee knowledge sharing sessions and workshops.
- Develop, review, update and implement HR procedures & policies in relation to the training activities as required.
- Establishing a well-trained internal audit team for ISO Internal, external and Surveillance audits.
- Conduct of management review meetings to review the internal audit performance. Prepare & follow up on the action plan.
- Preparation and Submission of data to AERO/regulators and for RosPA awards.
- Working as a Management Representative for ISO Certification.
- Support HSSE (Health, Safety, Security & Environment) team for safety induction and awareness sessions
- Conduct awareness sessions on O&M web based training program

#### **Achievements:**

- ✓ Setup of Web based training package provided by PIC, USA of CCGT power plant, safety modules, Task book/oral board/exam based qualification process.

- ✓ Achievement of Omanization targets by providing good quality training.
- ✓ Create motivating and Learning Environment in the Organization, Internal Consulting and mentoring Role.
- ✓ Establishment and management of Internship program for University Graduates and other shareholders (OPWP/QEWC/Marubeni)
- ✓ Establishment of dedicated well equipped training facility and library.
- ✓ ISO Certification for Quality 9001:2015, Environment 14001:2015 and 45001:2018 management systems according to the standards
- ✓ Successful completion of internal, external and surveillance audits.
- ✓ Established well trained internal audit teams and completion of yearly audit plans
- ✓ Writing/updating of the plant business procedures.
- ✓ Successful Implementation and management of IMA (Integrity Management application) document control process.

➤ **ESB INTERNATIONAL CONTRACTING LIMITED (Irish Company)  
(450 MW Rousch Power Plant Pakistan)**

**July 1999 to August, 2013 (14 Years)**

In 14 years tenure, I was assigned and promoted to various diversified roles and responsibilities:

- Worked in Administration & HR Department as Assistant Administration Officer for more than **3 years**.
- Designated as Assistant Store & Procurement Officer - worked for approximately **3 Years**.
- Promoted as Procurement and Training Officer worked **8 years**- responsible for the following assignments:
  - a. Staff training & development/internship
  - b. O&M Procurement.
  - c. Quality Management System
  - d. HSE Audits & Inspections

**Key Roles and Responsibilities:**

- Liaise and close coordination with ESBI head office Ireland to get approvals on staff training development Plan/Budget.
- Establishment of training database (access) program for maintaining staff training, Feedback and service provider's record.
- Devising Training Plans
- Close Co-ordination with line Manager/supervisor for staff training development/requirements, gap analysis and preparation of training plan to align with company approved budget as per the business plan.

- Sharing of Sustainability presentations & update with the staff, contractors, local community and conduct awareness sessions in Schools and Colleges
- Conduct of Fire Fighting and First Aid awareness sessions for contractor staff
- Co-ordination with Siemens Germany for arranging training on improvement of Power Plant efficiency.

➤ **SIEMENS (AG -Germany) SITE MANAGEMENT**  
**Rousch Power Plant.**

**Jan 1996 to June 1999 (3 Years)**

- Worked as a Technical Document Controller
- Established Archive database system for all technical drawings, manual and distribution to O&M, Consultants and other companies.

**TECHNICAL TRAINING** - Attended extensive training programs with certification

**Soft Skills Training:**

- Effective Interpersonal Skills
- Oral and Written Communication
- Effective Letters, Reports Writing and Presentation skills
- Technical Report Writing
- Train the trainer program on web-based training modules by PIC-USA
- Mastering Training Needs Analysis & Training Evaluation, Identification, Evaluation & Assessment
- Linking training to organizational objectives (benchmarking, new trend in L&D)
- Negotiation Skills Program
- Crises Management
- Power Challenge team building training, conducted by ESBI international (Ireland) in Killarney – April-2006.
- Effective Interpersonal Skills

**HSE training & Seminar**

- Process Safety Management
- Safety Culture & Leadership
- Contractor Safety Management
- Engaging SME's in developing HSE culture
- First Aid & Fire Fighting
- Forklift Operator Training
- Safety Officers training
- Defensive Driving
- Contractor Safety, Environment and confined space
- Safety Audit & Site Inspections

- Asbestos awareness and Management
- Marubeni HSE Forums (Oman, Turkey)
- HSE Professional development conference
- Crises Management
- Plant HSE Committee
- Managing Contractors

## **ISO**

- Strong understanding of Quality management systems
- **Lead Auditor** for **ISO 45001:2018** (OH&S Management System),
- **ISO 9001:2015** (Quality Management System)
- **ISO 17025:2005** (Lab Management Accreditation)
- Internal Auditing ISO 9001:2000, Quality Management Systems
- Internal Auditing Techniques

## **Procurement and Warehouse**

- Contracts Management
- Effective Purchase Management
- Material Handling & warehousing
- Manual Handling,

## **References:**

Ron Barnatt (Plant General Manager), Sur IPP Phoenix O&M Company, LLC Sultanate of Oman.

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