

## **MUSTAFA SAMEER SAUD ALSHAFI**

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### **Objectives:**

I want to work in a company where I can contribute to achieving each vision, benefit from and enhance my skills and abilities, and achieve professional growth and I would like to arm myself with knowledge and skills and challenge myself to advance and contribute to the development of the facility or organization.

### **Work Experience:**

#### **1) Storekeeper:**

Duroub Logistics

Dammam, near to Sea port

Start 16/2/2025 up to present.

#### **Responsibilities:**

- Understand and comply with the company's policies, procedures, and instructions.
- Responsible (Physically & systematics) to receive materials from (main warehouse, production, commercial containers).
- Inspect materials received (quality, quantities, batch numbers, expiry date & specifications)
- Manage space & determine storage methods according to the FIFO guidelines and company safety procedure.
- Ensure materials received are in good condition upon arrival on proper pallets.
- Dispense material as per company policy.
- Maintain the Resource Description Framework (RDF) filing system.
- Responsible for warehouse & inventory duties.
- Maintain a high standard of cleanliness, housekeeping, and security in the warehouse.
- Regular inspection of refrigerated storerooms temperature.
- Stock materials to following the First Expiration, First-Out (FEFO) inventory system.
- Conduct a daily physical cycle account.
- Report to the warehouse supervisor for materials near to expire, damage, defrost.
- Regular inspect (shelves, pallets, cases) and change damaged or defective one.
- In charge of inventory and variances.
- Instant report the incidents to warehouse supervisor.
- Maintaining a clean, organized, and safe working environment in accordance with government regulations.
- Generating a Material Received Report (MRR) in a timely manner.

- Ensuring organized allocation of inventory placed in the warehouse and store.
- Coordinating and handling freight and equipment movement.
- Reporting damaged inventories for record-keeping and reimbursement.
- Rotating stock and disposing of surplus and expired quantities.
- Performing stock-related tasks such as returning, packaging, labeling, and pricing goods.
- Supervising other staff members and maintaining a record of sales.
- Inspecting deliveries for discrepancies or damage.

## **2) Occupational health and safety specialist:**

Al Mousawi Company for Trading and Contracting  
15 street, Siahat, Sudia Arabia  
1/9/2023 up to 13/1/2025

### **Responsibilities:**

- Ensure a safe environment through a team effort of diligent active patrol, strict access control, monitoring, and equipment control.
- Patrol property on foot, securing personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions.
- Investigate and take the appropriate lawfully action as authorized by the corporate policy on accidents, incidents, trespassing, suspicious activities, safety and fire incidents.
- **Inspecting and maintaining safety equipment.**
- Identify and assess hazards, risks and control measures for a specific operation or process.
- Improve workplace safety and employee productivity by transitioning from manual safety procedures to digital safety management systems.
- Investigate workplace accidents and injuries and refer them to the proper authorities.
- Ensure that all company employees meet all OSHA requirements.
- Assess workplace hazards and risks and recommend appropriate measures to mitigate them.
- Monitor and evaluate the effectiveness of safety strategies, plans and procedures, and adjust as needed.
- Stay updated about emerging safety trends, regulations and best practices to ensure continuous improvement.
- **Meeting company health and safety goals.**
- Investigating causes of accidents and other unsafe conditions on the job site.
- Auditing production, keeping on the lookout for any unsafe behavior or breaks in regulations.

## **3) Material Coordinator:**

Rawabi Oil and Gas Company  
Industrial Third Dammam City, Saudi Arabia  
Start 4/2022 up 7/2023.

**Responsibilities:**

- Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Controls inventory levels by conducting physical counts; reconciling with data storage system.
- Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.
- Contributes to team effort by accomplishing related results as needed.
- Enter data and attach invoices for receiving chemicals via SAP Aramco.

**4) Application Engineer for water treatment:**

Nalco Saudi Company

Industrial First Dammam City, Saudi Arabia

Start 5/2014 up 4/2021.

**Responsibilities:**

- Support to district sales personnel in the handling of Company program service calls on existing products and services, and assist in the correction problems as appropriate.
- Ability to assess on-site field problems and operate required testing equipment to return systems to customer conformance.
- Assist in the preparation of reports detailing technical problems and solutions to initiate necessary corrective product modifications and/or recommended process changes. Document value provided to the customer whenever possible.
- Assist in the development of troubleshooting service guides and bulletins on existing products. Assume lead role of maintaining troubleshooting guides/bulletins and distribution to departments when required.
- Qualify, coordinate and monitor outside subcontractor network as required to ensure repair timelines are maintained and customer satisfaction is maintained.
- Work with other district personnel toward continuous improvement of policies and procedures resulting in increased customer satisfaction.
- Provide installation resource services on a project request basis necessary to satisfy the needs of the customer. Services may include (but not limited to) field surveys, installation checklists, rollout support services, etc.
- Provide training to the first-line Account Managers on Company offerings and the resources available to them to assist in answering customer questions.
- Seek to keep abreast of the latest industry advances through continuous education.

**5) Laboratory Technician**

Saudi Vision contract with Aramco Labs

King Abdul Aziz Port, Dammam, Saudi Arabia

Start 12/2012 up to 5/2013

**Responsibilities:**

- Analyze Crude oil, Water and Gas.
- Collecting the sample.

**6) Laboratory Technician: -**

National Feed Co. Ltd.

King Abdul Aziz Port, Dammam, Saudi Arabia

Start 1/9/2011 up to 17/9/2012

**Responsibilities:**

- Lab Technician - Concerning of repairing and maintaining of lab facilities and equipment's.
- Quality Analyst - Quality research and testing of all kinds of feed mill products such as pellet, mash, crumbs, and raw materials.

**Training in Qatif Water Branch**

August 2010 to October 2010. (3 months)

**Skills and Capabilities:**

- Operating most of the computer application.
- Computer Literate (Microsoft Office)
- Can work without supervision.
- Development skill.
- Time management skill.
- The ability to work under job pressure.
- Eager to learn.

**Training Courses and Certifications:**

- 1) **Leadership:** How to manage problems, treat employees and managers in difficult times, and plan in managing work and production. 2/4/2023 **(online)**
- 2) **Creativity and productive Thinking course:** Thinking and inventing a way to solve problems with the help of line managers. 12/4/2023 **(online)**
- 3) **Executive management:** 8/9/2023. **(online)**
- 4) **Business Management:** 8/9/2023 **(online)**
- 5) **Marketing Management and public relations:** 8/9/2023. **(online)**
- 6) **Safety Nebosh:** development course. 18/12/2023.
- 7) **Safety OSHA:** development course. 26/5/2024. **(online)**

**Interest:**

|              |              |               |               |
|--------------|--------------|---------------|---------------|
| Table Tennis | Padel Tennis | Scuba diving  | Reading       |
| Football     | Swimming     | Fitness sport | Body building |

**Professional Interest:**

- Scuba diving Instructor for The National Association of Underwater Instructors.
- Advance Swimming Instructor.
- CPR and first aid trainer (The National Association of Underwater Instructors).
- Scuba Diving Instructor for Saudi water & Diving Federation.

**Education: -****College:**

**Diploma Degree in Industrial Laboratory**  
Jubail Industrial College,  
Jubail Industrial City, KSA.  
2004-2010

**Nalco Saudi University**

Diploma Degree in Application Engineer  
Dammam First Industrial city  
Dammam, KSA  
6/2014 to 2/2015

**Language:**

English, and Arabic