

Abdulsalam Abdullah Mansour Abalkhail

Curriculum Vitae

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Name : Abdulsalam Abdullah Mansour Abalkhail
Nationality : Saudi
Date of Birth : 1379H.
Marital Status : Married
Academic Qualifications : Bachelor of Business Administration from the
University of Orlando, State of Florida, U. S. A.
Date of Graduation : 24th November – 1982
Contact Mobile No. : 0504403794 - Riyadh

Experience :

1. From 1/12/1998 until now :

Employer : Arabian Plastic Manufacturing Company Limited (APLACO)
Position : General Manager.

2. From 15/9/1992 until 30/11/1998 :

Duration : 6 years and 2-1/2 months.
Employer : Alsarif Corporation.
Position : Deputy General Manager.
Performed all the duties of the General Manager the Owner of the Group, and managed the Contracting Sector which was the biggest sector in the Group, also supervised the Industrial and Agricultural sectors. Also under my responsibilities the office of M/S Ahmed Alrashid for Engineering Consultancies - a subsidiary of the same Group.

3. From 1/1/1992 until 14/9/1992 :

Duration : Nine and half month.
Employer : Arabian Slaps / Tiles Company Ltd. (ARTEC).
Position : General Manager of the company.

4. **From 1/9/1990 until 31/12/1991 :**

Duration : One year and 4 months.

Devoted myself to running my own business
(Haila International for Trade).

5. **From 24/10/1987 until 31/8/1990 :**

Duration : Two years and 10 months.

Employer : Lightweight Construction Co. Ltd. (SIPOREX)

Position : Deputy General Manager for Marketing, Sales and
Innovation.

Acting - General Manager in absence of the General
Manager.

Responsibilities :

1. The marketing of the company's products, inside & outside the Kingdom.
2. To follow-up the work of the sales engineers at the headquarters and the branches at Jeddah and Dammam and coordinate between them.
3. To follow-up the work of the distributors of the products of the company and to coordinate among them.
4. To plan annual long and short term marketing policies.
5. To open new channels to new areas within & outside the K. S. A.

6. **From 15/9/1406H. until 17/10/1407H. :**
Corres : to 23/5/1986 until 14/6/1987.

Employer : Dr. Abdul Rahman Al-Mishari Hospital.

Position : Administrative Manager.

Responsibilities :

1. Prepare plans for the requirements of the hospital of medical equipments, instruments, and workforce in coordination with the concerned sections.
 2. Supervision to the full completion of the hospital, especially during the stages of supplying it with equipments, manpower etc. in coordination with the concerned departments.
 3. Full supervision of the hospital sections and follow-up the smooth running after opening.
 4. To coordinate and work with the company contracted with, for the setting of the organization chart and to devise the administrative procedures and rules.
 5. Worked in introducing a system that had to connect all the departments of the hospital.
 6. To closely follow-up any observations made by the attendees of the hospital and look into any complaints forwarded by them and see to it that those causes of those complaints were resolved and remedied.
7. **From 4/6/1404H. until 2/3/1407H.**
Corresponding to 6/3/1984 until 4/11/1986 G. :

Duration : 2 years and 9 months.

Employer : Youth Welfare General Directorate.

Position : Administration of Tenders and Purchases.

Duties :

1. Prepare conditions related to tenders and advertise them in the news papers etc.
2. Prepare invitation letters for the submission of tenders to some companies specialized in tenders that require special expertise.
3. Follow-up incoming and outgoing correspondence related to those tenders and send the replies.
4. Follow-up the files of the companies that are classified for the execution of the contracts.
5. Analyze the offers presented by the competing companies.
6. To send acceptance letters to those successful bidders.
7. Prepare contracts for the successful contractors.
8. Supervise some contracted projects to ensure that they are in accordance with the conditions of the contract.

8. From 1/4/1983 until 30/2/1984 :

Duration : 11 months.

**Employer : Abdulaziz Abdullah Aba-Alkhail for Trading &
Contracting Enterprise.**

Duties : Responsible of all the activities of the enterprise.

Position : The General Manager.