

Hamed Mohammed Al-Marri

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WORK EXPERIENCE

Security Guard – *Industrial Security Department – Qatar Petroleum*

August 2004 – February 2008

- Controls the access and Egress of personnel, vehicles and material of an assigned area, seeks proof of identification or authorization and may confirm with supervisor that certain personnel are allowed into a specific area.
- Operates access control and intrusion detection equipment, in the process of maintaining set levels of physical security.
- Observing and detection of unauthorized and/or suspicious vehicles, persons and/or objects within his assigned operational area.
- Screens baggage & individuals according to set procedure. Detain Deny access/egress of persons and notify Security Supervision if prohibited items are found.
- Maintains a detailed log of all post activities/ incidents during the shift and reports any incidents/events/breaches of security, to the supervisor immediately.
- Conducts security patrols of Industrial Area, Building Premises, detect any signs of intrusion and ensuring security integrity
- Effective radio communication skills.
- Responds to Alarms/Emergency situations
- Write Reports of Daily Activities
- Required to act as a first responder in situations of an emergency or to provide first aid/and or assistance required by Emergency Controller.
- Ability to display customer service skills, conflict resolution, negotiating, dealing, making decisions and solving problems

Senior Security Guard – *Industrial Security Department – Qatar Petroleum*

February 2008 – May 2009

- Ability to supervise a small team of guards or may be required to guard a medium/high risk site independently. Ensures the team members are alert and they conduct their duties in an efficient manner and in accordance with the approved Assignment Instructions, QP policy and relevant laws.

- Controls the access and Egress of personnel, vehicles and material in/out of an assigned area, seeks proof of identification or authorization and may confirm with supervisor that certain personnel are allowed into a specific area.
- Operates access control and intrusion detection equipment, in the process of maintaining set levels of physical security.
- Observing and detection of unauthorized and/or suspicious vehicles, persons and/or objects within his assigned operational area.
- Effective radio communication skills.
- Screens baggage & individuals according to set procedure. Detain persons and notify Security Supervision if prohibited items are found.
- Maintains a detailed log of all post activities/ incidents during the shift and reports any incidents/events/breaches of security, to the supervisor immediately.
- Conducts security patrols of Industrial Area, Building Premises, detect any signs of intrusion and ensuring security integrity
- Responds to Alarms/Emergency situations
- Write Reports of Daily Activities
- Required to act as a first responder in situations of an emergency or to provide first aid/and or assistance required by Emergency Controller.

General Foreman – Industrial Security Department – Qatar Petroleum

May 2009 – February 2012

- Supervise and oversee the static & mobile guarding activities, as per assigned instructions.
- Monitor all security operations to ensure these are conducted according to QP policy and Qatar law.
- Monitor all Guard posts to ensure they are manned as per roster, that good house-keeping is maintained and that a proper handing over of shift systems is in place.
- Monitor that security staff are conducting their work in a safe and responsible manner and reports deficiencies to the Security Officer.
- Receives & reviews incident reports from the guard force on: labour unrest, signs of damage/theft, intrusion, or hazards and informs the Security Officer & Security Operations Centre accordingly.
- Institute contingency plans, ensure that correct procedures are followed and control the situation until relieved by an Officer. Makes tactical decisions and assigns staff in response.
- Ensures physical security equipment is operational and that personal equipment is accounted for. Report deficiencies to the Security Officer & the Technical Projects Officer.
- Perform on-site remedial, or on-job-training, plan and compile reports in regards to security drills and exercises

- Conduct Security information meetings – “Tool Box Talks” with all staff on shift
- Ability to display customer service skills, conflict resolution, negotiating, dealing, making decisions and solving problems.

Shift Officer – Industrial Security Department – Qatar Petroleum

February 2012- January 2016

- Confer with end-user management and conduct surveys to identify training needs based on operational processes, business needs, and industry threats.
- Establish the security training program objectives and specify the training approach and activities to achieve these objectives. To include a security awareness program.
- Ensure QP training programs adhere to international standards and industry good practices.
- Develop and organize training manuals, multimedia visual aids, and other educational materials.
- Develop training, testing and evaluation procedures.
- Establish the yearly training schedule, assign instructors and allocate available training slots to trainees.
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- Conduct or arrange for ongoing technical training and personal development for staff members.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Ensure trainee records are maintained, course reports are written, and remedial instruction scheduled.
- Assess the applicability, necessity or quality of security training packages as may be considered for use, by Industrial Security.

Acting Audit Officer, Training Focal Point, HSE Officer and Risk officer– Industrial Security Department - Ministry of Interior

January 2016- January 2018

Role of the Regional RMR

Following are the main roles and responsibilities of RMR; the following is neither exhaustive nor replacement to the essential need to read and understand the Directorate Supply Chain Management System procedures. Rather, following is only illustrative.

1	Convene Management Review meetings at Regional Level. Solicit inputs from staff. Conduct analysis, present findings/minutes to Regional Management at Directorate MR report and follow ups.
2	Support Regional Continuous Improvement Team.
3	Generate and maintain Annual Audit programmed. Coordination and liaison with Directorate audit & compliance section for internal and external audits

4	Availability of trained auditors within respective regions.
5	Monitor adequacy and status of corrective / preventive actions against audit findings and their timely closure and maintain “K” Drive closure access folders
6	Initiate periodic review of departmental management system documents (Procedures, Guidelines, Work Instructions, Forms, Check Lists, and Templates etc. etc.).
7	Ensure that integrity of the Management System is maintained whenever a document is amended
8	Maintain Regional Master List of Controlled Documents and retain original hard copies (signed documents) of all controlled documents.
9	Ensure on-line availability of Operational procedures and other relevant documents.
10	Liaison with STC and LD departments for Management System related Training. Ensure and monitor that new employees attend Supply Chain Management System Awareness course.
11	Initiate and support the preparation and monitoring of Objectives and report to senior management on periodic basis for their realization
12	Facilitate and coordinate implementation of the Supply Chain Management System
13	Disseminate information related to Supply Chain Management System within respective region

Security Instructor – Industrial Security Department – Ministry of Interior

Since January 2018

- Apply general principals of learning and instruction.
- Decide on the instructional method, individual or group tuition, best suited to the course.
- Determine training objectives and devise tests to evaluate progress towards their achievements.
- Select, prepare and use appropriate teaching aids; and use validated, material-dependent course materials.
- Provide feedback to supervisor, on the progress of the training program.
- Perform day-to-day administrative tasks e.g. maintaining information files and processing paperwork.

- Manage class room resources and equipment.
- Resolving minor complaints and student grievances.

EDUCATION

Master of Business Management – *University of Aberdeen, Doha, Qatar 2019-2020*

Bachelor of Arts – Business Management – *University of Aberdeen, Doha, Qatar 2017-2019*

Advance Diploma – Management – *IALES- International Academy of Law Enforcement and Security Western Australia February 2012- November 2012*

Diploma – Security Risk and Management – *IALES- International Academy of Law Enforcement and Security Western Australia February 2011- November 2011*

High School – *Ahmed Bin Mohammed Secondary School, Doha, Qatar*
2001 – 2002

PROFESSIONAL SKILLS

- Mastery of Microsoft Office programs
- Excellent communication skills with a focus on team-building and customer relations.
- Outstanding organizational, multitasking, and problem-solving abilities.
- Well organized, perfect communication and presentation skills.
- Positive approach, multi- tasking abilities and very deadline sensitive.
- Strong principles and ethics, collaborative spirit, ability to lead.
- Interested in being part of the exciting and dynamic team.

AWARDS AND HONORS

Excellence Award – *IALES- International Academy of Law Enforcement and Security Western Australia 2012*

LANGUAGE COMPETENCIES

- Arabic: native language
- English: fluent (speaking, reading, writing)