

# TALAL ALI AL MALKI

567300030 / 538773030

[talal@almalki.ws](mailto:talal@almalki.ws) [tallal.malki@gmail.com](mailto:tallal.malki@gmail.com)



## CAREER SUMMARY

More than **21 Years** of Progressive Working Experience with (Saudi Aramco, Armed Forces Hospital

& National Water Company). **Finished all requirements of Saudi Aramco Industrial Training Center. (ITC)**

## ACADEMIC EDUCATION

- ✓ **Ph.D.** of Business Management (Research) from MEDIU 2020.
- ✓ **Master of Cybersecurity (Under Process)**, from Everyone's Smart University, Certified by IPMA, ASIC, AACSB
- ✓ **Master of Project Management (4.35/5)**, from Everyone's Smart University, Certified by IPMA, ASIC, AACSB 2021.
- ✓ **Master of Business Administration Executive (3.01/4)** from Taif University. Nov 2016.
- ✓ **Bachelor** of Business Administration from Taif University Jan 2014.
- ✓ **Diploma** of Office Management from Saudi Aramco Industrial Training Centre (ITC) March 2003.
- ✓ **Diploma** of English Language from Abha Chamber 2018
- ✓ **Diploma** of Safety and Health 2018

## WORK EXPERIENCE:

### NATIONAL WATER COMPANY (Mar,2015-Present)

#### Filling Stations Supervisor (A) (2021-Present)

- Oversee the dashboard of all Taif Filling Stations in The Control Room
- Oversee orders and solve late orders between Filling Station and Customers
- Reviewing and approving Requests
- Oversee daily operation and violated contractor in the field
- Oversee the facilities if need any maintain
- Ensure all staff using PPE in the field
- Oversee area of Customer Service
- Oversee Security men available at all locations
- Oversee the level of Tankers
- Oversee work permits of drivers are valid
- Oversee of Truck Clean, No leaky, Hoses)
- Ensure work permit of driver's matching Truck No.
- Inspection of new trucks before starting working in Filling Stations



#### Customer Information & Reporting MGR (2016-2021)

- Sending Final Statement of Tenders and Completion Certificate
- Oversee Change meters' project
- Oversee updating Customers Information project
- Oversee New system project
- Requesting Materials from B2B
- Prepare Sector Report
- Prepare Sector KPIs
- Prepare Sector Survey
- Financial Abstracts
- Collections Reports

- Daily report for complaints facing Meter Readers
- Daily Report of Customers
- Daily Report of Key Account
- Daily Report of Filling Station's
- Daily Report of Complaints
- Daily Report of Tickets
- Analysis of Billing Reports
- Analysis of House Connections
- Analysis Complaints Reports
- Analysis of Filling Station's Reports
- Analysis Reports of Number of Customers
- Analysis Readings Reports
- Analysis of EVs. Reports
- Coordinating between Customer Experience Department @ Head Office and Customer Service Department @ Taif

### Back Office MGR (2015-2016)

- Lead Change Management at the Customer Service Department
- Sending Final Statement of Tenders and Completion Certificate
- Requesting Materials from B2B

#### **(Oversee of):**

- Billing Unit
- Reading Meters Unit
- New House Connections Unit
- Reporting Unit
- Adjustments Unit
- Key Accounts Unit
- Data Entry Unit

#### **(Coordinator with):**

- Quality Department
- Safety Department
- IT Department
- Coordinator to solve Customer Complaints
- Project Coordinator of the new system (COMPASS) @ Taif Sector

### **AL HADA ARMED FORCES HOSPITAL**

#### **Finance Department /Office Manager, Quality & Following up Rep. (Jun 2013-Feb, 2015)**

- Leading Change Management in Finance Department
- Prepared Employees Job Description for Finance Dept. (Mission One Time)
- PPG. (Mission One Time)
- Prepare Finance Department Chart. (Mission One Time)
- Contact the Vendors by Finance (Email, E-Fax, and Phone) for uncompleted Invoices
- The principle for Finance Meeting (Collecting and Reviewing reports from members)
- Reminding members
- Writing minutes of the meeting
- Responsible for Employees Files in Finance Department
- Attending meetings with other Departments
- Creates and maintains filing systems, records, and indices, including files of a confidential nature. Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information
- Principal of all Machines in the Department and for their Maintenance
- Receives incoming mail, sorts, logs, and distributes as required. Receives outgoing mail, logs, and distribute
- 6 Months working @ Armed Forces Hospitals Warehouse face to face with suppliers. Receiving (Full \_ Half) PO and invoices.



**Reception of Contracting Department:**

- Update Vendor's information Aramco System (Saudization, Gosi, CR, Chamber of Commerce, Address) and update Their Files.
- Receiving Bids from Vendors

**Bid Room of Contracting Department:**

- Arrange Bid Room and daily for (Contract Representatives and Proponents)
- Opening Bids and Pass them with Technical Proposal to Contract Representatives after completed

**Assistant Representatives of Contracting Dept.:**

- Sending invitation
- Receiving Rack up
- Prepare Rack up for Rep
- Receiving Bids
- Receiving Technical Proposal
- Prepare a meeting room vendor's

**File Room:**

- Receiving New Contract File
- Receiving Amendments
- Receiving other Doc and Filing
- Sending and Receiving Contract Files from Record Center

**Main Responsibilities as an Office Management (with Regional Manager "Air Fueling Superintendent")**

- **HR Responsibilities** (Update Employee Files, Tracking Education Steps, Entry Vacation, Short Leave, Medical Leave, Examination Leave, Newborn Leave, Relocation Leave, Relative Death Leave) Relocation Allowance, Over Time, Expenses, Petty Cash, Inside Company Training and Resident Reservation, Ticket, Yearly Safety Award for all, Renew Aramco ID and Air Base ID.
- Prepare and participate in a special day
- Reviewing Monthly Cost Sheet and Time Sheet
- Inside Aramco letters and Memo
- Outside Aramco letters with Air Base (King Fahad Air Base, King Faisal Air Base, King Abdullah Air Base, King Khaled Air Base, and King Abdulaziz Airport)
- Reservation Meeting Room and Refreshments
- Request Materials by B2B system
- Reviewing Fuels invoices of Aramco Vehicle's
- Coordinating with our Visitors and preparing the appointments
- Coordinating with Company Service regarding employee's Aramco Vehicle's Maintenance (PMP)
- Coordinating with Tailor Company for employee's Yearly Uniform
- Prepare ON-CALL Schedule during days off
- Make Education File for each employee who wants to continue his education for tracking his Examination leave
- Principal of all Machines in the Department and for their Maintenance
- Organizing Department Files and transferring old documents to store end of the year
- Receives incoming mail, sorts, logs, and distributes as required. Receives outgoing mail, logs, and distribute
- Types all kinds of correspondence, reports, and Aramco forms using typewriters or word processing machines
- Receives telephone calls and visitors. Gives answers to routine questions or takes messages
- Prepares various statistical reports, data analyses, and summaries using financial, planning, and programs
- Creates and maintains filing systems, records, and indices, including files of a confidential nature
- Keeps reference files and policy manuals up-to-date by adding and deleting obsolete information



**AL – MADINAH INTERNATIONAL UNIVERSITY  
MALAYSIA**

In the name and authority of the Senate  
it is hereby certified that

***Talal Ali Atiyah AlMalki***

Having fulfilled all the requirements and having passed all the prescribed  
examinations has been conferred the degree of

***Doctor of Philosophy (PhD) in Business Management***

*28<sup>th</sup> December 2020 C.E.*

CHIEF EXECUTIVE OFFICER / RECTOR



REGISTRAR

MEDIU/MY/REG6.1/20/FFAS/D/BUSINESS/A/04244

2020/04244

# Official Transcript

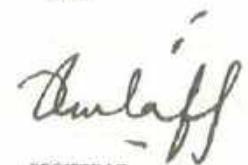
Name	: Talal Ali Atiyah Almaliki	Matric	: PBM171C8427
Faculty	: Faculty Of Finance & Admin. Science	IC/ Passport	: 1013927882
Status	: Completed Academic Program	Gender	: Male
Degree Awarded	: Doctor of Philosophy (PhD) in Business Management	Date of Birth	: 16 October 1977
		Citizenship	: Saudi Arabia

## TITLE OF THE THESIS :

THE EFFECT OF JOB SATISFACTION FACTOR AS A MEDIATING ON THE EMPLOYEE' ENGAGEMENT, EMPLOYEE COMMUNICATION, TOP MANAGEMENT SUPPORT, MOTIVATION VARIABLES ON THE EMPLOYEE PERFORMANCE WATER COMPANIES IN SAUDI ARABIA

CODE	SUBJECTS	GRADE
Semester FEB Year 2016/2017		
GMETS043	Research Methodology (Business)	PASS
GPTH6016	PHD THESIS A –SEM1 - Full Time	PASS
Semester SEP Year 2017/2018		
GPTH6026	PHD THESIS A –SEM2 - Full Time	PASS
Semester APR Year 2018/2019		
GPTH6036	PHD THESIS A –SEM3 - Full Time	PASS
Semester SEP Year 2018/2019		
GPTH6046	PHD THESIS A –SEM4 - Full Time	PASS
Semester FEB Year 2018/2019		
GPTH6056	PHD THESIS A –SEM5 - Full Time	PASS
Semester SEP Year 2019/2020		
GPTH6066	PHD THESIS A –SEM6 - Full Time	PASS
Semester FEB Year 2019/2020		
GPTH6066	PHD THESIS A –SEM6 - Full Time	PASS

NO ALTERATION OR ADDITION IS HEREBY AUTHORIZED.



REGISTRAR

Date: 28 December 2020



This is to certify that the signature  
appears on this document/Certificate/Marriage  
Certificate/Birth/Death Certificate is that of  
.....**HALIMATON SA'ADIAH BINTI SA'DON**.....  
is Ministry of Higher Education.....

The Ministry of Foreign Affairs, Malaysia is not  
responsible of the accuracy of the information  
contained therein.



*Mohd Tahir Mohd Taib*  
Consular Officer  
Consular Section  
Ministry of Foreign Affairs  
Putrajaya, Malaysia

24 FEB 2021



**MINISTRY OF EDUCATION MALAYSIA**

This is to certify that the course of study as  
stated on certificate has been granted  
approval by Ministry of Education.

.....  
*Halimatun Sa'adiah Binti Sa'don*  
.....

**HALIMATON SA'ADIAH BINTI SA'DON**  
Deputy Registrar  
Department of Higher Education  
Ministry of Higher Education  
No.2, Tower 2, Jalan P5/6  
Precinct 5, 62200 Putrajaya, Malaysia  
Tel : +603 8000 8000 ext. 4826  
Fax : +603 8870 6865

Date : 05 FEB 2021

نحن إذ نأخذ، والثناء والسلام على من لا نبي بعده، أتتبع:-

Hereby it is certified that The Council of Taif University  
in the Second session has conferred upon  
**ALMALKI, TALAL ALI A**

Student ID number 43580051 National ID 1013927882

in recognition of fulfillment of the prescribed requirements of  
*The Degree of Master's of Executive Business  
Adminstration "EMBA"*

*From the Colloge of Business Administration*

in the first semester of 1437/1438, corresponding to 2016 / 2017

with a GPA of 3.01 out of 4.00 and an overall grade "Very Good"

Date of Graduation: 23-11-2016

مكتب القبول والتسجيل  
Dean of Admissions and Registration  
  
د. وائل الدين عبد الجليل الشوات  
Dr. WAKILLAH ABUJALAL ALSHWAT

مكتب القبول والتسجيل  
مكتب تطبيق الأعمال  
Director of Admissions  
& Registration  
(Faculty)  
  
جامعة الطائف  
TAIF UNIVERSITY

قرر مجلس جامعة الطائف في جلسته الثانية  
منح الطالب : طلال علي عطيه المالكي

المسجل برقم ٤٣٥٨٠٠٥١ رقم الهوية ١٠١٣٩٢٧٨٨٢

درجة الماجستير في إدارة الأعمال التنفيذي

من كلية إدارة الأعمال

في الفصل الدراسي الأول لعام ١٤٣٧/١٤٣٨ هـ الموافق ٢٠١٦ / ٢٠١٧ م

بمعدل ٣.٠١ من (٤.٠٠) وتقدير عام "جيد جدا"

تاريخ التخرج ٢٣-٠٢-١٤٣٨ هـ





Date : 16/02/2022

National id: 1013927882

Page : 1 / 1

Student ID : 43580051

Name : ALMALKI, TALAL ALI A

Faculty: Business Administration

Dept : Business Administration

Degree : Master's of Executive Business Administration "EMBA" - Executive

First Semester : 2014 / 2015		Status: Regular				
Course Code	Course Name	crd Hours	Pass Hours	Degree	Grade	Points
601501-3	CONTEMPORARY MANGEMENT & ORGANIZATIONAL BEHAVIOR	3	3	75	C+	7.50
601502-3	HUMAN RESOURCES MANGEMENT	3	3	80	B	9.00
602501-3	STRATEGIC MARKETING	3	3	70	C	6.00
605501-3	MANAGERIAL ECONOMICS	3	3	70	C	6.00
Term	2.38	12	12			28.50
Cumulative	2.38	12	12			28.50

Second Semester : 2014 / 2015		Status: Regular				
Course Code	Course Name	crd Hours	Pass Hours	Degree	Grade	Points
601503-3	PRODUCTION AND OPERATIONS MANAGMENT	3	3	70	C	6.00
601504-3	STRATEGIC MANAGEMENT	3	0	0	F	0.00
604501-3	CORPORATE FINANCE	3	3	80	B	9.00
605503-3	MANAGERIAL ACCOUNTING	3	3	75	C+	7.50
Term	1.88	12	9			22.50
Cumulative	2.13	24	21			51.00

First Semester : 2015 / 2016		Status: Regular				
Course Code	Course Name	crd Hours	Pass Hours	Degree	Grade	Points
601504-3	STRATEGIC MANAGEMENT	3	3	90	A	11.25
601601-3	INTERNATIONAL BUSINESSES MANAGEMENT	3	3	93	A	11.25
601602-3	METHODS OF RESEARCH METHODOLOGY	3	3	95	A+	12.00
601603-3	ORGANIZATIONAL DEVELOPMENT	3	3	92	A	11.25
603601-3	MANAGEMENT INFORMATION SYSTEM	3	3	85	B+	10.50
Term	3.75	15	15			56.25
Cumulative	2.75	39	36			107.25

Second Semester : 2015 / 2016		Status: Regular				
Course Code	Course Name	crd Hours	Pass Hours	Degree	Grade	Points
601605-3	RESEARCH PROJECT	3	3	95	A+	12.00
Term	4.00	3	3			12.00
Cumulative	2.84	42	39			119.25

First Semester : 2016 / 2017		Status: Graduated				
Course Code	Course Name	crd Hours	Pass Hours	Degree	Grade	Points
601604-3	MANGAMNET OF E-BUSINESS	3	3	91	A	11.25
601606-3	BUSINESS ETHICS	3	3	90	A	11.25
605601-3	STATISTICS IN MANAGEMENT	3	3	95	A+	12.00
Term	3.83	9	9			34.50
Cumulative	3.01	51	48			153.75

Dean of Graduate Studies

Dr.Saad Jamaan A Almalki





جامعة الجميع الذكية  
Everyone's Smart University

## Certificate of Graduation

By the authority of the University Council,  
and upon the recommendation of the faculty,  
Everyone's Smart University certifies that

**Talal Ali Al Malki**

has successfully passed the requirements  
for the degree of

**Master of Project Management**

with all the rights and privileges thereto pertaining.

## وثيقة تخرج

استنادًا إلى الصَّلاحيَّات المخولة لمجلس الجامعة  
وبناءً على التَّوصيات المرفوعة من هيئة التَّدریس  
تشهد جامعة الجميع الذكية أن الطالب

**طلال علي عطيه المالكي**

قد أتم بنجاح جميع المتطلبات للحصول على درجة

**ماجستير إدارة المشاريع**

مع ما يلزم هذه الدرجة من حقوق وامتیازات.



Graduation Date  
2021-12-27

رئيس الجامعة  
University President

رئيس مجلس الإدارة  
Chair, Board of Directors

القبول والتسجيل  
Admissions & Registration



Offered in collaboration  
with Jagora university



Registered by IPMA



Accredited by ASIC



Member of AACSB

# Everyone's Smart University

**Student Name:** Talal Ali Al Malki

**Academic ID:** 2021203339

**National ID\Passport Number:** 1013927882

**Gender:** Male

**Date of Birth:** 1977-10-16

**Nationality:** Saudi Arabia

**program:** Master of Project Management  
in cooperation with Jagora University

**Admission Date:** 2021-02-01

**GPA:** 4.35 / 5.00

**Hours Completed:** 31 / 31

**Degree Status:** Graduated

Spring2021					
Code	Course	Hours	Marks	Grade	Points
MGM660	Supply Chain Management	3	87	+B	13.5
PMG661	Global Project Management	3	86	+B	13.5
PMG665	Program and Portfolio Management	3	72	C	9
PMG697	Final Project	3	81	B	12
Summer2021					
Code	Course	Hours	Marks	Grade	Points
PMG605	Project Resources and Time Management	3	88	+B	13.5
PMG615	Project Financial Management	3	89	+B	13.5
PMG622	Agile Project Management	3	91	A	14.25
Fall2021					
Code	Course	Hours	Marks	Grade	Points
PMG506	Advanced Projects Management	4	86	+B	18
PMG510	Project Risk Management	3	90	A	14.25
PMG511	Project Leadership	3	89	+B	13.5

SCAN THE CODE TO VERIFY

ESU GRADING SYSTEM IS APPENDED TO THIS LETTER



مدیر القبول والتسجيل  
Admissions & Registration Manager



الخدمات الإلكترونية / خدمات / الأذونات المدنية / المعلومات الشخصية

#### المعلومات الشخصية

##### المعلومات الشخصية

رقم الهوية : 1013927882  
الاسم : ظلال علي عطيه التابتي المالكي  
مدينة الميلاد : الطائف  
دولة الميلاد : المملكة العربية السعودية  
مدة المهنة : اعمال غير مصنفة  
المهنة : موظف شركة أرامكو السعودية  
مستوى التعليم : درجة دكتوراه  
الحالة الإجتماعية : زوجة واحدة  
تاريخ الميلاد : 1397/11/04  
هل تم التبصير : نعم

##### بيانات الهوية الوطنية

تاريخ الإصدار : 1440/10/24  
جهة الإصدار : احوال الطائف  
تاريخ إنتهاء الهوية الوطنية : 1450/10/23  
رقم النسخة : 4

##### بيانات البطاقة العائلية

تاريخ الإصدار : 1441/05/13  
جهة الإصدار : احوال الطائف  
رقم النسخة : 8

#### الخدمات الإلكترونية

التفاوض

استبيانات أبشر

عندك سؤال ؟ أسألني



علي	اسم الأب	طلال	الاسم الأول
المالكي	اسم العائلة	عطيه	اسم الجد
1397/11/04	تاريخ الميلاد	ذكر	الجنس

#### الحالة الصحية

<input checked="" type="checkbox"/> سليم	<input type="checkbox"/> كفيف	<input type="checkbox"/> أصم
<input type="checkbox"/> الأيمياء المنجلية	<input type="checkbox"/> التوحد	<input type="checkbox"/> الصرع
<input type="checkbox"/> شلل في الأطراف السفلى	<input type="checkbox"/> فقدان أحد الأطراف	<input type="checkbox"/> صعوبة السمع
<input type="checkbox"/> صعوبة النطق	<input type="checkbox"/> التخلف العقلي	<input type="checkbox"/> صعوبة النظر

#### معلومات العمل

هل أنت على رأس العمل حالياً؟  نعم  لا

نوع القطاع الذي تعمل لديه \*  قطاع خاص  القطاع الحكومي

اسم الجهة التي تعمل لديها \*

مسمى الوظيفة \*

#### معلومات الإتصال

مدينة الإقامة \*

اقرب فرع/ مكتب لمعرف اقامتك \*

رقم الجوال \*

رقم الجوال اخر

رقم الهاتف

بريد الكتروني \*

#### الدرجة العلمية

الدرجة العلمية \*

المؤسسة العلمية \*

نظام الدراسة \*

التخصص \*

نوع المعدل \*

معدل تراكمي \*

- إيضاحات لتعبئة الطلب
- الاية تعديم اعتراض على نتائج التدقيق والتوثيق
- إيضاحات لتعبئة السيرة الذاتية
- كيفية احتساب المعدل للمؤسسات الخارجية
- كيفية تفعيل حجم المرفقات
- قواعد السلوك الوظيفي وأخلاقيات الوظيفة العامة
- تحديث معلومات الهوية الوطنية
- حذف طلب التقديم من جدارة
- خروج من النظام