

Huthaifa Adel Alkhatatbeh

Location: Riyadh, Saudi Arabia **Email:** huthifakatatbeh@gmail.com **Phone:** +966500646468

Linkedin: <https://www.linkedin.com/in/huthaifa-alkhatatbeh-3392221b6/>

Marital Status: Single **Iqama Status:** Transferable

Professional Summary

Highly experienced Mechanical Engineer with a proven record in Fleet Management and Maintenance Operations for both automotive fleets and heavy equipment. I have had the privilege of managing large-scale maintenance facilities for leading workshops, ensuring maximum vehicle uptime, cost efficiency, and exceptional service quality.

Specializing in optimizing fleet performance, implementing preventive maintenance programs, and leading skilled technical teams, I excel in maintaining strict manufacturer standards while reducing operational downtime.

Known for my hands-on approach, strategic planning, and ability to align maintenance operations with business goals, I consistently deliver results that enhance reliability, safety, and customer satisfaction.



Education

Bachelor's Degree in Mechanical Engineering - Al-Balqa Applied University, 2016 – 2020

Experience

Fleet, Maintenance & Logistics Head

Tondro Group, Riyadh, Saudi Arabia - *November 2023 – 01-07-2025*

1. Directed the management, maintenance, and continuous development of a diverse fleet of vehicles and heavy equipment, ensuring maximum operational availability and compliance with manufacturer standards.
2. Designed and implemented preventive and corrective maintenance programs, reducing downtime and extending asset life cycles.
3. Oversaw fleet upgrades and replacements, introducing modern vehicles and equipment to improve performance, fuel efficiency, and safety.
4. Led a skilled team of technicians and mechanics, providing training and supervision to maintain high service quality and adherence to automotive industry standards.
5. Managed the entire supply chain for fleet operations, from sourcing spare parts to ensuring timely delivery of vehicles and equipment to project sites.
6. Established strong partnerships with dealerships, service centers, and suppliers to secure favorable agreements, technical support, and priority service.
7. Utilized fleet performance metrics to identify improvement opportunities, optimize operating costs, and enhance overall reliability.

- **Operations and Fleet Manager**

Rhino United Company Limited, Jeddah, Saudi Arabia - *September 2022 - March 2023*

1. Managed fleet operations, ensuring optimal performance and efficiency.
2. Implemented strategies to improve operational processes and reduce costs.
3. Coordinated with various departments to ensure seamless operations and timely delivery.
4. Conducted regular maintenance checks and ensured compliance with safety standards.
5. Developed and maintained relationships with vendors and suppliers.

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- **Operations and Fleet Manager**

Al Bassami International Trading and Contracting Company, Jeddah, Saudi Arabia

July 2022 - September 2022

1. Managed fleet and operations, ensuring efficient and timely execution of tasks.
2. Streamlined operational processes to enhance productivity and reduce costs.
3. Coordinated with different departments to ensure smooth workflow and communication.
4. Conducted regular inspections and maintenance to ensure fleet safety and compliance.
5. Negotiated with suppliers and vendors to secure favorable terms and conditions.
6. Analyzed operational data to identify and implement areas for improvement.

- **Operations Engineer**

Al Bassami International Trading and Contracting Company, Jeddah, Saudi Arabia

January 2022 - July 2022

1. Managed daily operations and supported various projects to ensure timely completion.
2. Ensured compliance with safety and quality standards in all operational activities.
3. Coordinated with project teams to streamline processes and improve efficiency.
4. Conducted performance analysis to identify areas for improvement.
5. Assisted in the development and implementation of operational strategies.
6. Provided technical support and guidance to team members as needed

- **Quality Control Engineer**

Al Bassami International Trading and Contracting Company, Jeddah, Saudi Arabia

September 2021 - January 2022

1. Conducted quality inspections and tests on various products and processes to ensure adherence to industry standards.
2. Implemented quality control measures to maintain high standards of product quality and safety.
3. Analyzed and documented inspection results, providing detailed reports to senior management.
4. Collaborated with the production team to identify and resolve quality issues.
5. Developed and updated quality control procedures and guidelines.
6. Trained and supervised junior quality control staff to ensure consistent quality assurance practices

- **Quality Control Engineer**

Dane Naser Concrete and Block Company, Ajloun, Jordan - *September 2020 - July 2021*

Performed quality checks on concrete and block products to ensure they met industry standards and specifications.

Skills

Technical Skills

- Word, PowerPoint, Excel
- AutoCAD: 2D, 3D, Fusion 360
- Hourly Analysis Program (HAP)
- Odoo Programme
- Microsoft Dynamics
- Caterpillar SIS (Service Information System)
- Primavera P6
- Fleetio

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Soft Skills

- Strategic Leadership and Planning
- Collaborative Teamwork
- Resilience Under Pressure
- Efficient Time Management
- Adaptability and Flexibility
- Rapid Learning and Task Execution

Languages

- **Arabic:** Native
- **English:** Proficient

Memberships

- Jordanian Engineers Association
- SASO - Quality Ambassadors
- Saudi Council of Engineers
- Gulf Standardization Organization

Training Certificates

1. Self, Time and Work Management, Business Development Center, from TTU, 2015–2016
2. Alternative Energy Solutions, Jordanian Engineers Association, October 2016
3. Total Quality Management, Jordanian Engineers Association, August 2017 (15 hours)
4. Occupational Safety and Health, American OSHA Academy, December 2018 (15 hours)
5. Project Management as Life Skills, Edraak Foundation, March 2020
6. Training the Trainers, Edraak Foundation, March 2020
7. Fleet Management, Procurement Planning, Collection, Financial Asset Management, and Use of Appropriate Storage Procedures, American Disaster Organization, April 2020
8. Specialized Models in Cities and Climate Change, United Nations Institute for Training and Research, April 2020
9. English for Career Development, University of Pennsylvania, April 2020
10. Basics of Project Management, Emirates Telecommunications Regulatory Authority, May 2020
11. Digital Vision for Projects, Emirates Telecommunications Regulatory Authority, May 2020
12. Improving the Quality of Life in Accordance with Institutional Excellence Standards, Municipality and Planning Department, Government of Ajman, June 2022
13. Qualification Programs on Technical Legislation Methodologies in Accordance with the Development of the Gulf Conformity System, Gulf Standardization Organization, December 2022
14. Improving Processes Using Lean and Six Sigma Methodology, PDCA Group, October 2023