

RAED DABAJAH

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Nairobi, Kenya

PERSONAL STATEMENT

I can be a natural strategic leader, motivated to organize change, quickly recognize inefficiency, conceptualize new solutions and enjoy developing long-term plans to accomplish the vision of my organization.

I quickly grasp complexities, able to absorb a large amount of impersonal information and very quick at judging and taking decisions.

I am a very career focused individual and fit into the corporate world effortlessly.

I constantly look out for problems in the existing environment and how I can turn them into solutions is my pleasure.

I view things from a long-range perspective and mostly successful at identifying plans to turn problems around.

I am driven to visualize where an organization is heading and for these reasons, I am a natural corporate leader.

I tend to dislike seeing mistakes repeated and have no patience towards inefficiency.

I am also likely to deal effectively with pressure by being calm and composed and not getting discouraged by setbacks, putting sufficient effort to ensure timely and efficient completion of tasks.

I am Likely to remain optimistic and not give up even if unsuccessful in some tasks/work assignments and I Can actively cope with workplace stress.

Personal Skills:

- Flexibility.
- Determination.
- Troubleshooting.
- Communication.
- Creativity.
- Innovation.
- Leadership.
- Continual Improvement.
- Confidence.
- Organization and efficiency
- Team-working.

Languages: Arabic, English, Swahili and French

Technical Skills:

- Tissue Paper and Tissue Converting.
- Tissue Converting Machines' assembly.
- Hair additions material mixture & Production Technics.
- Mechanical engineering: Machine building & Machines Maintenance.
- Computer.
- Data Analysis.
- Tax Calculations.
- Microsoft Windows & Apple Macintosh.
- Engineering Packages: MATLAB, AutoCAD, LAB-VIEW, Block-Load.
- Accounting Packages: Tally, Sage, Pastel, QuickBooks.
- Microsoft Office: Word, Excel, PowerPoints, Publisher, Access.
- Designing packages: CorelDraw, Adobe Photoshop.
- Pages, Numbers, Keynotes

Managerial & Business Skills:

- Business Development.
- Product Development.
- Manufacturing & Engineering.
- Procurement & Sourcing.
- Human Resources.
- Accounting & Budgeting.
- Operations Management.
- Quality Management & Control.
- Costing.
- Sales & Marketing.
- Inventory Management.
- Data Management.
- 5S, ISO, KAIZEN.

EDUCATION HISTORY

-----October 2017 to September 2018-----

Education Certifications after Completion:

- Master's in **Robotics and Intelligent Systems** (M2) - Lebanese University, Beirut, Lebanon in coordination with UNIVERSITÉ DE TECHNOLOGIE DE COMPIÈGNE (UTC), Paris, France

Materials and subjects in Study:

- Optimization
- Advanced Data Analysis
- Modelling, Identification, Control and Observation of Dynamic Systems
- Modelling for Structural Reliability
- Advanced Statistical Learning
- Optimization of logistics systems and planning of transport networks
- Identification, Diagnosis and Fault Tolerance of Dynamic Systems
- Nonlinear Control of Robotic Systems

Key Skills to be achieved:

- Modeling & Control.
- Advanced Data Mining.
- Data Science
- Classification and Machine Learning.
- Advanced MATLAB programming

-----October 1998 to July 2004-----

Education Certifications:

- Master's in mechanical engineering (M1) - Lebanese University, Beirut, Lebanon
- Baccalaureate official Examination-**Mathematics** - Tyre Boys official School, Tyre, Lebanon

University Projects & Research:

- Three Weeks Research on Electromechanical Sensors, their functioning and uses.
- One Month project on HVAC, including a study of the heating and cooling loads of a given building, with a suggestion on the size of the A/C machine and the dimensions of the connecting ducts, all by using the computer program "BLOCK LOAD".
- Two weeks research on the automatic Lathes, their types and uses.
- Three weeks research on plastic welding, their types and uses.
- One-month project on hydraulics included the design of a closed hydraulic circuit with the dimensioning of its elements.
- One-month project on the design of a wastewater station for a given town.
- Two weeks research on the automatic gear of an automobile, their types and the development of their design.
- One-month project on Robotics, including the calculations of the forward-inverse kinematics, force-torque relations, motion kinematics and trajectory planning of a human arm using MAT LAB computer package for professional calculations and analysis.
- Final Year Project: "Engine Testing Bed" which Includes installation of sensors and electronic circuits required to read the power, number of rotations, fuel flow & air flow of a given engine and transferring these data to a computer using data acquisition card, and then to display the characteristic curves of this engine using "LAB VIEW" computer package for reading and analyzing data.

Key Skills:

- Mechanical Engineering.
- Machine Maintenance.
- Computer.
- MATLAB, AutoCAD, BLOCKLOAD, LabView.
- Microsoft Office: Word, Excel, PowerPoint.
- English & French

Professional Attachments:

- **Airplane Scheduled Maintenance**- September 2003, Middle East Airlines - Maintenance Department, Beirut, Lebanon

CAREER HISTORY

-----1st August 2020 up to Date -----

Operations Manager - Jubilee Tissue Industries Limited - Tissue Converting – www.jubileetissue.com - Nairobi, Kenya

Brief Description:

1) Overview Production Management:

- Source and Recommend additional Machineries for tissue paper converting and Travel when required to do the machine check outs
- Help in the Commencement of the machines and lines and support the installation teams where required
- Production and Manufacturing operations management including: Production Output, Quality Control and Machines Maintenance.
- Product Development
- Spare Parts Inventory Management
- Production Inventory Management
- Safety and Housekeeping
- Facility Management
- People management including training and team building
- Budgeting and purchase requisitions creation
- Creation of Policies and Work Procedures inkling SOPs and work instructions
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2) Overview Stores and Dispatch Management:

- Help in creation of reorder levels for finished products and raw materials
- Help in the Commencement of the machines and lines and support the installation teams where required
- Reconcile and check the stocks of finished goods and raw materials with the accounts system
- Help in improving storage area for cost optimization
- Raw Materials and Finished Goods Inventory Management
- Help in collection and dispatch of the production waste
- Safety and Housekeeping of the storage area
- Stores Facility Management
- Help in Fleet Management including: Fuel and transport control to optimize cost
- Help in Dispatching and receiving control
- People management including training and team building
- Budgeting and purchase requisitions creation
- Creation of Policies and Work Procedures inkling SOPs and work instructions

-----1st August 2018 to 31st July 2020 (2 Years) -----

Factory Engineer - Jubilee Tissue Industries Limited - Tissue Converting – www.jubileetissue.com - Nairobi, Kenya

Brief Description:

- Source and Recommend Machineries for tissue paper converting and Travel when required to do the machine check outs
- Help in the Commencement of the machines and lines and support the installation teams where required
- Operate Machines and Equipment where necessary and play the role of Senior Operator for all the lines
- Production and Manufacturing operations management including: Production Output, Quality Control and Machines Maintenance
- Product Development
- Spare Parts Inventory Management
- Production Inventory Management
- Safety and Housekeeping
- Facility Management
- People management including training and team building
- Budgeting and purchase requisitions creation
- Creation of Policies and Work Procedures inkling SOPs and work instructions

Key Achievements:

- Sourcing and Purchase of Tissue Converting Lines with Automation and conveying system
- Startup of Newly installed machines
- Production Team Building
- Production Database Building for monitoring machine output and performance within different stages Including: Material Consumption, Waste records and Production Output
- Creation of Batch system in production for better manufacturing control
- Sourcing and closing deals for material required for production
- Successfully and Solely receive, install, and Commence the ICM Napkin Folder Machine and achieve the optimum output within 1 month
- Successfully solve all issues on the Rewinder line to achieve the optimum speed
- Control Spare Parts Inventory

Key Skills Gained:

- Flexibility, Determination, Troubleshooting, Communication, Creativity, Innovation, Leadership, Continual Improvement, Confidence, Organization and efficiency, Team-working.
- Tissue Converting Machines Assembly Technics.
- Installation of Large-scale converting Machines with automation including Gambini Converting Line, STAX packaging and ICM converting.
- Computer.
- Mechanical engineering: Machine building & Construction.
- Data Management.
- Inventory Control
- Quality Control

-----1st February 2017 to 31st March 2017 (2 Months)-----

Plant Manager - AMACO Group SARL - Assembly plant for all kinds of tissue converting machines- www.amacosal.com - Saida, Lebanon.

Brief Description:

- Ensure that the assembly plant is running with its optimal speed.
- Execute all required tasks by the managing director.
- Improve the overall process of mechanical design to meet performance goals including verification and validation during development.
- Secure all mechanical designs and technical data of all machines.
- Commence the Online Spare parts system.
- Review and rearrange all required operation manuals for all the machine models.

Key Achievements:

- Commencing of the Online Spare Parts System.
- Development of procedures to start the machine assembly.
- Rebuild new Mechanical Drawings using AutoCAD.
- Arrange files machine-wise for better data searching.
- Improve the data collection for machines technical data.

Key Skills Gained:

- Flexibility, Determination, Troubleshooting, Communication, Creativity, Innovation, Leadership, Continual Improvement, Confidence, Organization and efficiency, Team-working.
- Tissue Converting Machines Assembly Technics.
- Computer.
- Mechanical engineering: Machine building & Construction.
- Data Management.

-----1st February 2015 to 31st August 2016 (1 Year 6 Months)-----

Head of Engineering - Converting Department - Chandaria Industries Limited - Biggest Tissue recycling and converting in east Africa - www.chandaria.com - Nairobi, Kenya

Brief Description:

- Overall responsibility for the Management and Maintenance of existing Mechanical infrastructure within the Converting Division. This comprises of mechanical design, quality and execution.
- Allocate the mechanical resource to plan and carry out mechanical activities and secure efficient and on-time execution.
- Improve the overall process of mechanical design to meet performance goals including verification and validation during development.
- Manage the Converting Maintenance team, assign duties, ensure that these duties have been carried out satisfactorily.
- Assist the Head of Converting Division and support in Production planning and scheduling while supporting other related departments with an objective to meet the Company's goals.
- Carry out corresponding KAIZEN Activities.

Key Achievements:

- Development of a new system for breakdowns data collection and analysis using Microsoft Access.
- Development of a new system for OEE data and correction of the OEE factor calculations.
- Rebuild new Mechanical Drawings using AutoCAD.
- Arrange files machine-wise for better data searching.
- Collect all consumable parts data required for each machine.
- Initiate a new maintenance system using why why analysis methodology.
- Initiate the Planned Maintenance system using the why why analysis.
- Source new machine and spare parts suppliers.
- Develop machine layouts and drawings.
- Increase machines availability by reducing breakdowns.
- Develop new mechanical systems to improve machine performance.
- introduce an innovative idea of Lumps detection mechanism.
- introduce an innovative idea for developing reel changing and quality loss.
- introduce an innovative idea to monitor machine working hours.

Key Skills Gained:

- Flexibility, Determination, Troubleshooting, Communication, Creativity, Innovation, Leadership, Continual Improvement, Confidence, Organization and efficiency, Team-working.
- Managing machines for a big plant with more than 40 different converting and tissue packaging machines.
- Tissue Paper and Tissue Converting Technics.
- Computer.
- AutoCAD.
- Microsoft Office: Word. Excel, PowerPoint, Publisher, Access.
- Sage.
- KAIZEN and 5S.
- Mechanical engineering: Machine building & Machines Maintenance.
- CorelDraw.
- Manufacturing and Engineering.
- Data Management.
- English & Swahili

Professional Trainings & Certifications:

- **KAIZEN – Standards and General Information** - September 2015, Chandaria Industries Ltd., Nairobi, Kenya

-----1st August 2010 to 31st January 2015 (4 years 6 months)-----

Plant Manager/ Director -Ameriken Limited- Trading and tissue Converting - www.Ameriken.co.ke - Nairobi, Kenya

Brief Description:

- Plan, organize, direct and run optimum day-to-day operations to exceed customers' expectations.
- Increase production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards.
- Be Responsible for production output, product quality and on-time shipping.
- Allocate resources effectively and fully utilize assets to produce optimal results.
- Implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus.
- Monitor operations and trigger corrective actions.
- Share a trusting relationship with workgroup and recruit, manage and develop plant staff.
- Collect and analyze data to find places of waste or overtime.
- Commit to plant safety procedures.
- Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure effective return on assets.
- Address employees' issues or grievances and administer collective bargaining agreements.
- Stay up to date with latest production management best practices and concepts.
- Follow up accounting activities and plan for annual budgeting.
- Insure business development activities through increasing sales.
- Carry out all tax calculations, submit and file all required taxes.
- Follow up and cooperate with the company lawyer to carry out all legal activities required.

Key Achievements:

- Foundation of Tissue Converting idea.
- Developing Business through sales and marketing.
- Breaking even.
- Sourcing all company requirements, including maintenance spare parts.
- Developing the idea of private label with Tuskys Supermarket.
- Get Bank loans to support the business.
- Control Procurement.
- Train new employees and workers on Tissue converting machines.
- Cost Control.
- Quality Control.
- Schedule Autonomous Maintenance for machines weekly.

Key Skills Gained:

- Flexibility, Determination, Troubleshooting, Communication, Creativity, Innovation, Leadership, Continual Improvement, Confidence, Organization and efficiency
- Business Development.
- Product Development.
- Tissue Paper and Tissue Converting Technics.
- Manufacturing & Engineering.
- Procurement & Sourcing.
- Human Resources.
- Accounting & Budgeting.
- Tax calculations.
- Wages Calculations.
- Operations Management.
- Quality Management.
- Sales & Marketing.
- Inventory Management.
- Production Planning.
- Data Management & Analysis.
- Computer.
- CorelDraw.
- Quickbooks.
- Microsoft Office: Word, Excel, PowerPoints, Publisher.
- Pages, Numbers, Keynotes.
- English & Swahili.

-----7th October 2004 to 30th June 2010 (5 years 9 months)-----

Production Manager - Stripes Manufacturing & Trading Ltd. - DARLING Group, manufacturers of Hair Additions - www.designbydinnie.com/darlinggh/ - Accra, Ghana (Sep 2009 to Jun 2010)

Factory Manager - Strategic Industries Limited - DARLING Group, manufacturers of Hair Additions - www.darlingkenya.biz - Nairobi, Kenya (Aug 2006 to Sep 2009)

Factory Manager - Stripes Industries Limited - DARLING Group, manufacturers of Hair Additions - www.darlingtanzania.com - Dar Es Salaam, Tanzania (Dec 2005 to Aug 2006)

Trainee - Strategic Industries Limited - DARLING Group, manufacturers of Hair Additions - www.darlingkenya.biz - Nairobi, Kenya (Oct 2004 to Dec 2005)

Brief Description:

- Plan production activities, production meetings, machine maintaining schedules, worker schedules and budget maintenance schedules.
- Ensure quality of products and implement quality control procedures.
- Work continuously on improving production flow.
- Insure on-time production plans execution.
- Manage the whole industrial production and take care of all the features associated with the plant department.
- Follow and ensure the plant safety measures through insuring that the workers always abide by the safety rules associated with the industry.
- Collaborate and meet with other managers during any factory related issues.
- Liaison with the financial department for any financial related issues.
- Plan and order for factory Raw material and accessories requirements.
- Approve hiring of factory workers and employees.
- Ensure that receiving and shipping schedules are followed accurately.
- Attend the scheduled corporate meetings and trainings.
- Conduct performance reviews of employees.

Key Achievements:

- Shelving and arrangement of Stores of finished goods.
- Invention of product counting machine.
- Developing invoicing system (Tanzania).
- Debt collection (Tanzania).
- Implementation of Expenses monitoring system.
- Improvement of products quality.
- Machines arrangements and layout.
- Increase Raw material and accessories inventory control using Access
- Increase production through some machine's technical development.
- Develop HR systems to calculate wages.
- Develop a system for Raw material calculations for a certain production plan using Access (Ghana)

Key Skills Gained:

- Flexibility, Determination, Troubleshooting, Communication, Creativity, Innovation, Leadership, Continual Improvement, Confidence, Organization and efficiency, Team-working.
- Business Development.
- Product Development.
- Hair additions material mixture and production Technics.
- Manufacturing & Engineering.
- Procurement & Sourcing.
- Human Resources Management, Managing more than 1,500 workers and employees.
- Accounting & Budgeting.
- Tax calculations.
- Wages Calculations.
- Operations Management.
- Quality Management.
- Sales & Marketing.
- Inventory Management.
- Production Planning.
- Data Management & Analysis.
- Computer.
- Pastel.
- Tally.
- Microsoft Office: Word, Excel, PowerPoints, Publisher, Access.
- 5S, ISO, KAIZEN.
- Machine Building.
- English & Swahili.

Professional Trainings & Certifications:

- **R&D in Hair Additions Production and Material Mixtures** - August 2007 Ore Arts & Crafts Co, Ltd., Shang Dong, China
- **KAIZEN & 5S – Standards and General Information** - May 2008, Strategic Industries, Nairobi, Kenya
- **ISO 9000:2000 – Quality Management System, Internal Auditors Course** - June 2008, BUREAU VERITAS, Nairobi, Kenya
- **ISO 9000:2000 – Series Auditor/ Lead Auditor Training Course** - November 2008, BUREAU VERITAS, Nairobi, Kenya
- **R&D in Hair Additions Production and Material Mixtures** - April 2010, Ayman Enterprises, Lagos, Nigeria

PERSONAL INTERESTS

Basketball, Workout, Chess, Reading, Computer programming

REFERENCES

References are available on request.