**Khalaf**

**EDUCATION**

* **M.S., Mechanical Engineering, University of Jordan, Jordan**  (May, 2000)
* **B.S., Mechanical Engineering, Yarmouk University, Jordan** (June, 1985)

**PROFESSIONAL MEMBERSHIP**

* **Jordan Engineers Association** (**JEA**).

**PROFESSIONAL CERTIFICATES**

* **Language:** TOEFL.
* **Computer:** ICDL.
* **Work and Projects:** United Defense M113 Project Certificate.

**Professional Skills**

* **Combined structural mechanics, thermal, and electrical modeling:** (ANSYS, Matlab Simulink).
* **Mechanical testing and reliability assessment:** (I.C. Engines Computerized Dynamometer Testing).
* **HVAC systems:** AC, Heat pump, and HVAC control system.
* **Modeling and simulation:** AutoCAD, Pro/ENGINEER, and Inventor.
* **Programming Languages:** C and Visual Basic.
* **Engineering Applications:** LAB view, MATLAB, and Mapple.
* **Computer Skills:** MS Project.

**Professional Development Workshops and Short courses**

* 1992 **Basic Technical Course**/Army Technical College/Zarqa-Jordan.
* 1994 **Mid-Career Course** (**MCC**)/Ordnance School/Karachi-Pakistan.
* 1994 **Advanced Technical Course**/Army Technical College/Zarqa-Jordan.
* 1995 **Industrial Quality Control Course**/University of Jordan/Amman-Jordan.
* 2001 **TOEFL Course**/Al Albyt University/Mafraq-Jordan.
* 2002 **AutoCAD Course**/Army Computer Institute/Zarqa-Jordan.
* 2006 **Productivity Evaluation and Measurements Course**/University of Jordan/Amman-Jordan.
* 2006 **Inventory Management and Material Control Course**/University of Jordan/Amman-Jordan.
* 2006 **Computerized Dynamometer Engine Test Course**/Milwaukee-Wisconsin/USA.
* 2009 **Future of Product Safety in Jordan Workshop**/Zarqa Chamber of Industry/Zarqa-Jordan.
* 2009 **Value Stream Mapping** (**VSM**)/JLVM/KADDB Industrial Park/Mafraq-Jordan.
* 2009 **Total Quality Management** (**TQM**)/Golden Gloss Training Center/Amman-Jordan.

**PROFESSIONAL EXPERIENCE**

* **Manager/Production/Arabian Body-Builders Company Ltd** (**ABBC**) (2012-2014)
* Maintained all production processes.
* Applied quality measures to all production activities.
* Managed all production personnel.
* Performed maintenance and repair works to factory equipments.
* Maintained production forms and documents.
* **Manager/Operations/Arab Center for Engineering Studies** (**ACES**) (2010-2011)
* Maintained all operation jobs and tasks.
* Applied quality measures to all operations activities.
* Managed all operations personnel
* Performed maintenance works and repair to all ACES equipments and vehicles.
* Maintained operations forms and documents.
* **Chief /Quality Control Section Head/ Jordan Light Vehicle Manufacturing** (**JLVM**) (2009-2010)
* Applied quality control plans and procedures for raw material, production in-process inspection and pre-delivery inspection (PDI) of produced vehicles.
* Maintained quality control forms and documents.
* Reviewed quality control forms and documents as required.
* Maintained quality control and ISO systems standards.
* Maintained inspection tools and devices.
* Administrated and managed quality section personnel.
* **Contingent Equipment Engineer in peace keeping operation mission in Ethiopia and Eritrea – UN** (**UNMEE**) (9/2002 - 7/2003)
* Followed up the status of all military vehicles participated in the mission.
* Coordinated all technical issues between UN staff and the military battalion.
* Coordinated the Operational Readiness Inspection between UN staff and battalion.
* Planned and implemented the maintenance plans and schedules for the vehicles and its spare parts and assemblies and sub-assemblies.
* Reviewed all plans and programs related to the maintenance and supply of the contingent vehicles and its spare parts.
* **Corps (1985-2008)**

In charged of all technical works relating to maintenance, repair, rebuild, and inspection of heavy and small military vehicles along with its assembles and sub-assemblies; besides, the maintenance, repair, and inspection of facility systems. Managed workshop and administrated of about 200 employees of all kinds of professions necessary to implement the tasks of the workshop. Within this period I posted the following positions:

* **Chief/ Supply and Procurement Division at KHMWs (2007 - 2008)**.
* Receive, store, and issue main and sub-assemblies, parts, and tools needed by the operation of the facility.
* Manage and Control stock upper, demand, and lower operating levels; besides daily, monthly, semi-annual, and annual audit.
* Prepare list of local and foreign suppliers.
* Collect and send the approved local and foreign purchase orders.
* Maintain the division documents and records.
* Manage and administer Supply and Procurement division personnel.
* **Chief/ Supply Quality Control Branch at KHMWs (2005 – 2007)**.
* Apply quality control measures to received and stored materials.
* Maintain quality control records and documents.
* Manage and administer supply quality control branch inspectors.
* **Chief/ Production In-Process Quality Control Branch at KHMWs (2003 – 2005)**.
* Apply quality control measures to maintained and rebuild assemblies and sub-assemblies.
* Maintain the branch records and documents.
* Manage and administer supply quality control branch inspectors.
* **Chief/ Medium Technical Workshops (2000 - 2003)**.
* Apply maintenance and repair procedures to the vehicles and its assemblies.
* Maintain the operating level of spare parts, sub-assemblies, and assemblies.
* Maintain the workshop records and documents.
* Manage and administer the workshop personnel.
* **Chief/ Facility Systems Maintenance Branch at KHMWs (997 – 2000)**.
* Perform maintenance procedures for the facility steam generation, compressed air, HVAC, and sand and metal blasting systems.
* Maintain the branch records and documents.
* Manage and administer the branch technicians.
* **Production In–Process Quality Control Engineer at KHMWs (1993 – 1997)**.
* Apply quality standards to repaired and rebuild assemblies and sub-assemblies.
* Maintain the branch records and documents.
* **Maintenance Engineer (1985 – 1993)**.
* Perform maintenance procedures and measures for all vehicles and equipments within responsibility.

**Samples of Projects**

* **United Defense M113 Project.**
* **Lighting of Remote Areas by Solar Energy.**

**POSITIONS**

* **Operations Manager.**
* **Production Manager/Engineer.**
* **Maintenance Manager/Engineer.**
* **Quality Assurance and Quality Control Manager/Engineer.**
* **Procurement Manager/Engineer.**

**Stores and Materials Manager.**

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