



Tawfeq M. Alshams

For: Senior Management Position

thinks	➤	Business
knows-how	➤	IT
enables	➤	Change

CONTACTS

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PERSONAL INFORMATION

Age : 50
Marital Status : Married
Children : Three
Residence : Dammam

Hobbies : General Reading
and Arabic
Calligraphy

LANGUAGES

- **Tawfeq** speaks English in addition to Arabic as a mother language
- Has good experience of writing business and technical documentation in Arabic and translation to Arabic

Executive Summary

Compliance, Goal-Focused & Customer-Oriented

Tawfeq is an experienced Manager (30+ years, 7000+ employees) mastering expertise to expose compliance, integrity, efficiency and service excellence to ensure that business functions are achieved simply while maintaining compliance.

Tawfeq is Multidisciplinary person and experienced business manager who is armed with excellent organizational, communication and presentation skills, while supported by years and years of experience related to Real Estate Fund Management, Project Management, HR, Payroll, Finance, IT and Business.

Tawfeq is able to continuously improve the business processes and aligns strategies, processes and IT resources with **business goals** to provide cost effective, high performance, quality-focused and **customer-oriented** service.

Tawfeq is holding several national and international professional **certificates** with practical experience that enables him to provide highly professional analysis and services while ensuring compliance with regulatory requirements.

SKILLS

- Corporate Governance and Compliance
- Advance MS-Office
- Advance MS-Excel (VBA)
- Human Resources & Payroll Management
- Business Modeling
- Employment Competition: Planning & Management
- Exam & Interview for Information Technology & HR/Payroll Positions
- Interface with Accounting Systems
- Business Information Technology Consultation
- System Analysis & Visibility Study
- Student Registration
- Events Management
- Change Management
- IT & Business awareness & training
- Fundamental and technical analysis of financial markets
- Mastering MetaStock
- Mastering Thomson Reuters Eikon

PASSED THE FOLLOWING EXAM

- CISSP
- CFTE Level 2
- CFTE Level 1
- CME 3
- CME2
- CME-1 part 1
- CME-1 part 2
- Thomson Reuters Eikon
- ITIL Foundation Exam
- OG0-091: TOGAF 9 Part 1
- OG0-092: TOGAF 9 Part 2
- ISO9001: Auditor/Lead Auditor
- 70-27: Installing, Configuring & Admin. MS-Windows XP Pro.
- 70-21: Installing, Configuring & Admin. MS-Windows 2000 Server
- 70-228: Installing, Configuring & Admin. MS-SQL Server
- 70-100: Analyzing Requirements and Defining Solution
- 70-229: Designing & Implementing Databases with MS-SQL Server 2000 Enterprise Edition
- 70-175: Designing & Implementing Distributed Applications
- 70-176: Designing & Implementing Desktop Applications






HR, Payroll and IT Experience

- Tawfeq utilizes his extended experience with HR functions i.e. recruitment, employment, training & development, learning management, self-service, benefits and compensation, time and labor
- maintains compliance with Saudi Labor law and regulations, in specific, Wage Protection System (WPS) and Saudization Titaqat
- plans, manages and leads Payroll as a business function
- manages Payroll cycle/Off-Cycle using SAP-HR/Payroll, Oracle e-Business HR/Payroll, JD Edwards, Fusion and other legacy systems



- interfaces with Finance and posting Payroll results as labor cost distribution to GL Accounts, Cost Centers and Project Funds
- reconciles the Accrued Payroll Accounts with Bank Accounts
- acts as a liaison between HR, Finance and IT to facilitate the delivery of IT-related services which will enable HR and Payroll to achieve business goals
- maintains a two-way relationship between HR/Payroll and IT
- be responsible for pro-actively understanding of HR/Payroll business plans with respect to Information Systems
- shares the business understanding with IT staff to determine how these plans will impact services and resources
- coordinates the effective delivery of IT services and HR/Payroll projects
- provides advice and guidance more than bringing HR/Payroll requirements to IT

Education

2009	MISK ACADEMY, UDACITY <i>Nan-Degree, Data Analysis</i>	 
2007	University of Portsmouth (UK) <i>BSc Computing</i>	
2005	Informatics Academy <i>International Advance Diploma in Computing</i>	
1989	Institute of Public Administration - Dammam <i>Diploma of Computer Programming</i>	

Projects

ESAD GOVERNANCE PROJECT:

- Managing "Governance" Manual project for ESAD that state the rules and standards that regulate the management of ESAD to ensure its compliance with the best governance practices that ensure the protection of shareholder's rights as well as the rights of Stakeholders

ESAD AUTHORITIES MANUAL PROJECT:

- Managing "Schedule of Authorities" Manual project for ESAD to list and define the authority delegated to various levels of Management

ORACLE FUSION ERP IMPLEMENTATION-ESAD

- Participated at Esad in implementation project of Oracle Fusion ERP as the Head of Payroll

"RAED" PROJECT: ERP & BI IMPLEMENTATION

Participated in "Raed" project to implement Enterprise Resources Planning (ERP) in KFUPM. As a Business Process Owner (BPO) and a key user to represent HR & Payroll, following were accomplished:

- As-Is Process Documentation: current process
- To-Be Process Documentation: process reengineering
- Vendor Evaluation and Selection
- Implementation and Testing
- Data Quality and Migration
- Going Live
- Auditing
- System Acceptance and Enhancement

BUSINESS INTELLIGENCE

- Another stage of the "Raed" project to implement Business Intelligence (BI) which includes ETL, Warehousing, Dashboards & KPIs development, Executive Reports and advance data analysis. Participated in the business side to represent the Deanship of Faculty & Personnel Affairs

"ACE" PROJECT: SAP IMPLEMENTATION-KAUST

- Participated in "ACE" project to implement Enterprise Resources Planning (ERP) in KAUST. As a power user to represent Finance/Payroll

CIVIL SERVICE GRADES

2005-2008 KFUPM	Grade:10
1999-2005 KFUPM	Grade:9
1996-1999 KFUPM	Grade:8
1993-1996 KFUPM	Grade:7
1991-1993 KFUPM	Grade:6
1990-1991 IPA	Grade:6
1987-1989 IPA	Grade:4

Professional Experience

Strategic Business Solutions Services, Khobar
2019 – 2019 *Project Manager*



Manpower Services Company (Esad) Khobar
2017 – 2018 *Corporate Performance Director*

- ESAD is a leading manpower services company in Eastern Province in Saudi Arabia.
- Managing tens of company reformation projects that targeting enlarge profits, improve corporate identity and maintaining governance and compliance.
- Handling compliance with Labor Ministry regulations including Wages Protection Program WPS to accomplish up 98.8% compliance.
- Reporting to CEO directly to perform special assignments including Strategic Planning, Compliance, Governance, PMO and Corporate Performance.



2016 – 2017 *Payroll Manager*

- Managing Payroll for 7,000+ employees for 150+ clients at ESAD

Musharaka Capital Khobar
2014 – 2016 *Financial Analyst*

- IPO fund and Real-estate fund management including full authorization process, operation and reporting

Shamsec Executive Consulting Services Dammam
2011 – 2017 *Founder Manager*

- Proving executive consulting services, business modeling, business planning and feasibility study training.

KAUST/Finance Jeddah/Thuwal
2008 – 2011 *Payroll Manager*

Managing Payroll for 1,000+ employees and Executive Payroll for one of the fastest growing research centers in the world and one of the fastest rising universities for high quality research.



Acting Economic Development Business Manager
Acting Accounts Payable Team Leader

August 2011
October 2011

KFUPM/Deanship of Faculty & Personnel

2007 – 2008 *Director of Payroll*
2007 – 2008 *Chairman of HRMS Committee*
2000 – 2006 *Computer Coordinator*

Managing Payroll for 3,300+ employees for KFUPM which is a leading educational organization for science and technology.



2003 - 2004 **General Presidency of Girls Education Dammam**
"Mawarid" Project Manager-External Assignment for (HR and Payroll System)

AUTHORING

- Introduction to Equity Valuation
- Planning for Early Retirement
- Introduction to Money Management in Equity Market
- Introduction to MSCI (Arabic)
- Introduction to MetaStock and Eikon
- Business Modeling Workshop
- Feasibility Study Workshop
- CME Test Strategy by Shamsec
- Using Financial Calculator
- YouTube Monetization
- Human Factor in Computer Field (IPA)
- Jobs in the Computer Center
- Office Automation (IPA)

TRANSLATION

- Translation review of (Intel Easy Steps)
- Translation Ultimate Trading Systems
- MetaStock Getting Started
- Trading with Purpose
- Mastering Metastock Manual
- MetaStock Formula Primer

CONSULTATION

- Restructure of Payroll and Wages Department (KFUPM)
- Evaluating e-Business System a Year After Production (KFUPM)
- HR Business Review for Universal Cold Store Company
- Proposal for Human Initiatives Center
- E-Learning Project
- Neighborhood Library Proposal (Arabic)
- Restructure of Technology of Petroleum Services Company
- Human Factor in Computer Field (IPA)

Professional Experience Cont..

KFUM/Information Technology Center Dhahran
1999 – 2000 *Team Lead of Financial Resources System*
1998 - 1999 *Team Lead of Human Resources System*

KFUPM/Dean ship of Faculty & Personnel (HR) Dhahran
1993 - 1998 *Computer Coordinator*
1991 - 1993 *Assistant Programmer then System Analyst*

Institute of Public Administration (IPA) Riyadh
1990 - 1991 *Assistant Programmer*

Certification

Dec 2018	Certified Information Systems Security Professional (CISSP)	
Dec 2014	Certified Financial Technician (CFTe)	 IFTA Certified Financial Technician
Apr 2014	The Broker-Dealer Qualification Certificate (CME-3)	
Mar 2014	Compliance & AML/CTF Certificate (CME-2)	
Feb 2014	General Securities Qualification Examination (CME-1) certified	
July 2013	Eikon, Thomson Reuters	
Apr 2012	ITIL, Information Technology Service Management, Foundation	
Feb 2012	TOGAF 9, Enterprise Architecture Framework, Foundation and Certified	
Jan 2011	Certificate in Entrepreneurship (Cornell University)	
Dec 2005	Certified auditor: Quality Management Systems ISO9001	
June 2003	Microsoft Certified Database Administrator (MCDBA)	
Oct 2002	Microsoft Certified Solution Developer (MCS D)	
Aug 2002	Microsoft Certified Professional (MCP)	

Areas of experience

- Enterprise Resource Planning (ERP) Implementation and Management
- Corporate Governance and Compliance
- Corporate Performance
- Team Leading & Project Management
- Quality Management Systems (QMS)
- Business Process Design & Reengineering
- Enterprise Architecture
- System Design, Development and Implementation
- Software Engineering
- Business Intelligence (BI)
- Technical Analysis, MetaStock, XENITH and e-Trading System

PROGRAMMING LANGUAGES & APPLICATIONS

- Programmed in MS-Visual Basic .NET, MS-Visual Basic 6.0 Enterprise Edition, Desktop & Client/Server Applications, COBOL on Mainframe, Oracle Power Objects 2.0 (Bilingual), CA-Visual Objects, dBase III+, CA-Clipper (with NAFITHA Arabization from 01 Systems), HTML and Fortran
- Worked on MS-Office (Word, Excel, Access, PowerPoint, Outlook) and Internet Explorer
- Working extensively on Oracle e-Business HR & Payroll, and Oracle BI Discoverer

DBMS

- System Analysis & Database Design using Power Designer – CASE tool from Sybase
- Ms-SQL Server 2000
- IBM DB2 5.0 on OS390
- IBM DB2 5.0 (Universal Database) on WinNT
- Ms-Access (including Arabic support)
- Desktop & Client/Server Application Development (using VB, DB2, SQL Server & MS-Access)

Application Development

University of Portsmouth (UK)

Mutual Portfolio Management System

General Presidency of Girls Education (Dammam)

Human Resources System

Girls Art College (Dammam)

Student Information System

King Fahd University (ITC – Dhahran)

Human Resources System

Financial Resources System

King Fahd University (Accounting Department – Dhahran)

Test & Evaluation for the Financial

Accounting System (FAS)

Download & Convert Financial Accounting

System data to PC

King Fahd University (Deanship of Faculty &

Personnel Affairs-

Employment Competency Management System

(More than Payroll) Payroll Administration System

Annual Position Budget

Computerized Annual Raise & Contract Renewal

Producing Hundreds of reports and statistics for the university administration and executives

King Fahd University (Payroll - Dhahran)

Connecting to Mainframe using PCs:

XtoN: Convert Arabic data Utility (Mainframe to Pc) MS-DOS

MtoP: Convert Arabic data Utility (Mainframe to Pc) MS-Win

Download entire data of Payroll & Personnel System

Download entire data of Position Control System

King Fahd University (Rector's Office – Dhahran)

Document Tracking System (MS-DOS)

Telephone Directory (MS-DOS)

Institute of Public Administration (IPA – Riyadh)

Faculty Assignment Card System

Midan Information Tech. (Dammam)

Hamladar : Hajj Services Management

Saieg : Gold Production Management

Al-Mutlaq Furniture Mfg. Co. (Dammam)

Job Order System

Al-Waseet Computer Services (Dammam)

Gold Convert System

Al-Sadr Hospital (Dammam)

Medical Fitness Committee System (Senior Project IPA)

Water & Sewage Authority (Dammam)

Billing System



MACHINES & OPERATING SYSTEMS

- Worked on Personal Computers, IBM-Mainframe OS390, IBM-Mainframe OS370 and Amdhale, Data General and Wang VS-100
- Operating Systems: TSO, CICS, MS-DOS and MS-Windows, on LAN, WAN, Intranet and Internet environments

AWARDS & LETTERS OF APPRECIATION

- CEO of Easd
 - *Esad Towards Excellence Event Management*
- Chief Financial Officer and Treasurer (KAUST)
 - *Excellent Customer Service*
 - *Over 10,000 Claims*
- “Raed” (ERP) Project Management (KFUPM)
 - *The Best Team (twice)*
- Dean of Faculty & Personnel (KFUPM)
 - *Completing Requirements QMS Auditor*
- Dean of Faculty & Personnel (KFUPM)
 - *Completing Requirements for Advance Diploma in Computing*
- General Manager (Girls Education) Dammam
 - *“Mawarid” Project (Development of Human Resources System)*
- General Manager (General Presidency of Youth Welfare)
 - *Cultural Week: Lecture about the Internet*
- The Rector (KFUPM)
 - *10 Years of Service Award*
- Director, Information Technology Center (KFUPM)
 - *User Support Award*
- The Rector throw Dean of Faculty & Personnel (KFUPM)
 - *Job Title Coding Project*
- The Rector throw Dean of Faculty & Personnel (KFUPM)
 - *Monthly Statistics*
- Dean of Educational Services (KFUPM)
 - *Winning of the English Speech Contest 1994*

COMMITTEES MEMBERSHIP

- Chairman of HRMS committee in the Deanship of Faculty & Personnel Affairs (KFUPM).
- Member of several committees (System Evaluation, Vendor Selection, Recruitment, Annual Budget Closing, Student Admission Exam ...)

TRAINING & SHORT COURSES

	Money and Business Training Center	Khobar
	<i>Financial Technical and Trading Systems</i>	
Aug 2014	<i>Preparing for CFTE Certification and Exams</i>	
Feb 2014	<i>Trading Systems with MetaStock and Thomson Reuters Eikon</i>	
Jan 2014	<i>Trading with Forex and Commodities</i>	
Nov 2013	<i>General Securities Qualification Examination (CME-1)</i>	
Jul 2013	<i>Trading in Financial Markets Level Three TA301</i>	
June 2013	<i>Trading in Financial Markets Level Two TA201</i>	
Apr 2013	<i>Trading in Financial Markets Level One TA101</i>	
July 2013	Thomson Reuters <i>Eikon Certification Program</i>	Online
Apr 2012	Thought Rock <i>ITIL Foundation</i>	Online
Feb 2012	JODAYN <i>TOGAF 9 – Level 1 & 2</i>	Riyadh
May-Dec 2011	KAUST – Skill Soft Online <i>(8) Online Courses: MS-Excel 2010</i>	Thuwal
Oct 2011	KAUST – Franklin Covey Middle East <i>The 7 Habits of Highly Effective Managers</i>	Thuwal
May 2011	Meirc Training & Consulting <i>Efficient Finance and Accounting Operations 2011 Best Practices and Update</i>	Abu Dhabi
Apr 2011	KAUST <i>Business Writing Skills</i>	Thuwal
Feb-May 2011	KAUST – Skill Soft Online <i>(30) Online Courses: Operations, Team Building, Leadership, Marketing, Business, Customer Service and Negotiation</i>	Thuwal
Feb 2011	KAUST – Worth Training <i>Managing Potential</i>	Thuwal
Jan 2011	Cornell University <i>Certificate in Entrepreneurship</i>	Thuwal
Jul 2010	KAUST <i>Entrepreneurship Workshop</i>	Thuwal
June 2009	Naizak <i>Business Processes in Human Capital Management SAP HR050</i>	Jeddah
Dec 2007	Human Resource Professionals <i>Human Resource Management</i>	Kuwait
Dec 2006	Human Investment Corp. <i>Certified Lead auditor for Quality Management Systems</i>	Dubai
Oct 2006	Saudi Oracle <i>Human Resources Management System Overview (1 Week)</i>	Khobar

TRAINING & SHORT COURSES (Continue..)

June 2006	Knowledge Objects USA <i>Business Process Modeling & Analysis Workshop (1 Week)</i>	Dhahran
Oct 2003	Al-Jehat Training Institute <i>Installing, Administrating & Configuring MS-Windows XP Pro.</i>	Dammam
June 2003	Al-Jehat Training Institute <i>MS-Windows 2000 Network & Operating System Essentials</i>	Dammam
March 2003	Institute of Public Administration (IPA) <i>System Analysis & Design</i>	Dammam
Aug 2002	Al-Jehat Training Institute <i>Mastering MS-Visual Basic 6.0 Development</i>	Dammam
Aug 2002	Al-Jehat Training Institute <i>Mastering Enterprise Development Using MS-Visual Basic 6.0</i>	Dammam
Sep 2002	Al-Jehat Training Institute <i>Programming MS-SQL Server 2000 Database</i>	Dammam
Aug 2002	Al-Jehat Training Institute <i>Gathering and Analyzing Business Requirements</i>	Dammam
May 1999	KFUPM/Information Technology Center <i>Building Client/ Server Database Applications</i>	Dhahran
Dec. 1995	KFUPM/ Information & Computer Science <i>PC: Hardware & Troubleshooting</i>	Dhahran
Fall 1994	KFUPM/English Language Center <i>Extensive English Language Course (Full Semester)</i>	Dhahran
April 1993	KFUPM/ Information & Computer Science <i>Personal Computer Networking</i>	Dhahran
Dec. 1992	KFUPM/ Information & Computer Science <i>Database Systems</i>	Dhahran
Nov. 1992	KFUPM/English Language Center <i>English Language for Business Communication</i>	Dhahran
June 1991	KFUPM/Data Processing Center <i>SAS: Statistical Analysis System</i>	Dhahran
Aug. 1990	Institute of Public Administration (IPA) <i>CICS: Customer Information Control System</i>	Riyadh