

## Education

- **Bachelor Of Business Management RMIT University, Australia- 2019**  
Major - Human Resource Management

## Certifications

- PRINCE2 Practitioner, AXELOS – In Progress
- Project Management Professional (PMP), Project Management Institute - 2023
- Good Clinical Practice (GCP), National Institute of Drug Abuse – 2021

## Languages

English (*Fluent*)    Arabic (*Fluent*)    Spanish (*BI*)

## Platforms

- Microsoft Office
- Adobe (Creative cloud)
- Smartsheet
- Monday.com
- Asana
- Trello
- RedCap
- Castor

## Work Experience

### PROJECT MANAGER BATTERSEA & BOWERY ADVISORY GROUP

Full-Time Jan 2021 - Present

- Managed the successful delivery of four large-scale international research programmes involving 13 partner institutions (including University of Oxford, University of Glasgow, and UTHSCSA), ensuring alignment with strategic impact goals and regulatory requirements.
- Led and motivated cross-functional teams of up to 15 professionals (clinicians, researchers, IT specialists), managing workload allocation, performance reviews, and development planning to foster collaboration and achieve project objectives.
- Developed and implemented governance frameworks, operational monitoring tools, and reporting structures, producing high-level updates for senior leadership and supporting evidence-based decision-making.
- Chaired governance meetings and produced high-level reports, providing regular updates to senior leadership on progress, risks, and outcomes to support strategic planning and timely interventions.
- Oversaw complex budgets and financial planning, implementing cost-control measures that achieved a 30% expenditure reduction without compromising delivery standards or compliance.
- Developed and audited project agreements, protocols, and operational plans, ensuring compliance with contractual obligations and regulatory requirements (including GCP).
- Established robust risk and incident management processes, including maintaining risk registers and audit readiness, aligning with international standards and ensuring ethical and regulatory compliance.
- Acted as a key liaison between internal teams and external partners, supporting effective communication, stakeholder engagement, and maintaining audit-ready documentation.
- Contributed to sustainability and operational efficiency through business case development for research outputs, supporting commercialisation and strategic alignment with institutional priorities.
- Designed and implemented stakeholder engagement strategies, including digital campaigns and outreach initiatives to enhance collaboration and participation across diverse groups.
- Delivered capacity-building workshops and training programmes to address skill gaps, promote sustainable research outcomes, and build institutional capability.
- Applied continuous improvement principles by conducting lessons-learned reviews, implementing operational improvements, and producing case studies that informed future planning and met funder expectations.
- Proficient in project management tools such as Monday.com, Asana, Smartsheet, Microsoft Office Suite, and Trello.

### KEY ACCOUNT MANAGER GIFTOGO APP

Full-Time Jun 2020 – Dec 2020

- Cultivated and managed strong relationships with 75 local vendors, enhancing collaboration and driving business growth
- Led negotiations for agreements contracts, secured strategic partnerships to support long-term business objectives
- Managed the strategic development and execution of company rebranding initiatives and packaging innovations

### RESEARCH COORDNIATOR DASMAN DIABETES INSTITUTE

Part-time Jan 2020 – May 2020

- Assisted in localizing the existing FoodSwitch App developed by The George Institute (AU) in Kuwait.
- Collected and maintained data by building a large database for the software.
- Localized and categorized data to meet local requirements

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## Creative Sector Projects:

### CONTRIBUTOR – KHEMAIE STUDIO

May 2024 – Present

- Conducted and facilitated various workshops on alternative photography methods, Conceptual Workshops, as well as collaborative and interactive sessions.
- Hosted monthly artists talks
- Managed collaborations between the studio and various initiatives/events

### PROJECT MANAGER – SPECULATIVE HORIZONS

Aug 2022 – December 2022

- Acquired event sponsors and secured initiative hosts, establishing strong relationships to support the symposium.
- Prepared initiative proposals and curated artist documentation to promote the event.
- Managed stakeholder communication, ensuring alignment with event goals and expectations.
- Oversaw and translated social media content to effectively engage and inform the target audience.

### EXHIBITION:

- *Shot in the Heart of Melbourne* – Australian Association of Street Photography Inc, Victorian Artists Society, Melbourne, 2019
- *Frames within Frames* – Praxis Gallery, MN, USA, 2024

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### Skills:

- **Project Management & Strategy:** Project Planning and Delivery, Strategic Alignment, Service Improvement, Change Management, Governance Reporting, Risk and Issue Management
- **Stakeholder & Team Engagement:** Cross-Functional Team Leadership, Stakeholder Collaboration, Board-Level Reporting, Inter-Institutional Coordination
- **Research & Impact:** Research Impact Development, Protocol Design, Evaluation Frameworks, Ref Case Study Support, Commercialization of Research Outputs
- **Regulatory & Compliance:** GCP Compliance, Incident and Risk Reporting, Regulatory Alignment, Ethical Governance
- **Financial Management:** Budget Oversight, Financial Forecasting, Procurement, Cost-Efficiency Measures
- **Communication & Engagement:** Strategic Communications, Public Outreach, Stakeholder Forums, Training Delivery, Knowledge-Sharing