

## Houda BELGHITH

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French National

## Project Manager

### Skills

- **Master's degree in Business Management** followed by **9 years experience** in **project management**
- **PMP Certified**, cross industries experience : Oil & Gas, Telecom, IT, Media, Consumer Electronics
- Project management, Information management, data integrity, quality control, team/change management
- Results driven, persistent, well organized with recognized time management & coordination skills
- Fluent in French and English, knowledge of Arabic and Italian

### Work Experience

March 2016 – Present

Abu Dhabi,  
United Arab Emirates

#### Quality and Marketing Manager

EMIRATES SOLUTIONS FOR INTEGRATED SECURITY  
(UAE Ministry of Interior and Airbus owned)



**AIRBUS**  
GROUP

- **Quality Assurance and Quality Control**

*Goal: Implement, coordinate, execute and control project management processes of 6 projects.*

Design and implementation of the company documentation management system

- **Marketing Management**

Definition of the company Marketing plan

Design of the company's website in collaboration with agency

Design of the projects brochures

Sept 2013 – Feb 2016  
3 years

Abu Dhabi,  
United Arab Emirates

#### Methods and Quality Coordinator

TOTAL E&P United Arab Emirates, Oil and Gas



- **Project Manager – ADCO new concession - Reporting to SVP**

*Goal: Coordinate, implement, execute and control Total asset leader strategy . Ensure contractual obligations are met in terms of technology transfer, production optimization, secondment, and reporting.*

Responsible of center of knowledge - design of SharePoint, and document management (FAQs, blog, knowledge sharing, lesson learnt, best practices...)

Coordinating work orders internally and with the Client

Developing KPI and Reporting

- **Reorganization Project Management- Reporting to Managing Director**

*Goal: Formalize governance and processes to enable manpower strategy definition*

Define projects objectives, scope, budget and planning. Issue Call for tender and analyze technical proposal to facilitate decision making

Supervise external consultancy company during on-site project

Lead process models definition and optimization

Formalize company missions, levers and business objectives, decline into KPIs for cross department monthly management meeting

Implement related dashboard and quality control

## Methods and Quality Coordinator (continued)

TOTAL E&P United Arab Emirates, Oil and Gas



### Creation of a transversal Company Management System and Letters Management System

- Implemented SharePoint interface to publish company deliverables
- Defined scope, resource allocation and action plan with stakeholders
- Elaborated related quality control materials
- Established communication strategy, plan and monitor its execution
- Trained 50 end users – assistants, managers, top managers
- Produced KPIs and report on usage and corrective actions coordination
- 4 people team management - Team creation, process and interfaces definition, leading weekly team meetings and annual appraisals

2011 - 2012

10 months

Consulting mission

Paris,  
France

### IPTV Services Project Manager

BOUYGUES TELECOM, Tier 1 telecommunication provider



*Goal: Implement a tests strategy prior to commercial launch of premium TV services (video on*

*demand, catch-up TV, mediacenter...)*

Defined end-to-end strategy, resources and identified risks

Organized and coordinated tests campaigns

Tracked defects with providers and stakeholders

Implemented KPIs and weekly reporting

4 people team management

2010 - 2011

10 months

Consulting mission

Paris,  
France

### IPTV Product Manager

CANAL + DISTRIBUTION, Pay-TV provider, Media

*Goal : Execute a tests strategy prior to commercial launch of company TV product (set top*

*box) and mobile application (mobile and tablet)*

Deployed tests strategy : panel animation and results analysis

Performed last minute beta test when defects were detected

Prepared recommendations to stakeholders impacted business units for go/no go decision

3 people team management



2009 -2010

1 year

Consulting mission

Paris,  
France

### Marketing Program Manager

SAMSUNG ELECTRONICS, Consumer Electronics

### Convergence Project coordination (all Business Units involved)

Framed marketing plan and associated deliverables development

Identified key differentiators and cross division synergies to build value proposition

### Samsung/Canal+ partnership

Lead synchronization meeting management for Canal+ key account

Followed existing projects and coordinated partnership proposals



2008 -2009  
1 year  
Consulting mission  
Paris,  
France

**Pre-sales and Product Manager**  
SAMSUNG ELECTRONICS, Consumer Electronics  
Presented technical roadmaps and managed Home product line  
Coordinated business units R&D, marketing, design and HQ to participate to call for tenders  
Focal point for prospects, other affiliates and HQ – formulated technical specifications for new products and sales toolkit creation  
Deployed communication strategy on “Connected home” concept – Animated DLNA prototypes demos and participated to showcases



2006 -2008  
18 months – on the job  
training  
Paris,  
France

**Strategic Marketing Assistant**  
ALCATEL-LUCENT, Telecommunication Infrastructure provider  
*Key topics : 3G in Emerging Countries, Energy efficiency to reduce the digital divide, Telecom mobile penetration in Africa*  
Elaborated a Position paper “the Network Evolution to Mass Broadband solution” for intranet publication  
Coordinated communication agencies for website pages edition  
Lead Market analysis to find key differentiators & IP Mobile solution benchmark for sales toolkit creation  
Consolidated Success Stories and Best Practices to build database



Alcatel-Lucent

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## Education Background

**2008 : Master’s Degree – Business Management**

**2005-2008 : Toulouse Business School , France. EQUIS and AACSB-accredited**

**2003-2005 : 2-year intensive preparatory courses for French “Grande Ecole” program**

**2003 : A-Level Degree – Engineering Sciences**

## Professional Certification and Training

- PMP Certification – PMI (Abu Dhabi - 2015)
- Microsoft SharePoint (Abu Dhabi - 2014)
- Certified Associate in Project Management (CaPM) - PMI (Paris - 2011)
- Trained to Lean management and Six sigma methodology

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## Languages, Computer skills

French : Mother tongue

English : Fluent

Italian : Intermediate

Arabic : Good understanding

Proficiency with Office Package:

Microsoft Project , Word, Excel, Sharepoint , PowerPoint, Outlook

Specific softwares: ARIS (processes modelling from Software AG) Elise (mail management and EDMS from Archimed),

SpaceMan, Plantsuit (EDMS from Intrasec)

References available upon request