

MOHANNAD OTAIBI

Business Manager, problem solver, technology enthusiast.

Location Dhahran | Saudi Arabia
Born March 20, 1987 | U.S.A.
Marital Status Married
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EXPERIENCE TIMELINE

Aug 2021– Present

SAUDI ARAMCO
GAS COMPRESSION
PROJECTS DEPARTMENT

Working as a Business Manager for a multi-billion-dollar capital programs/projects department. Managing and administrating organizational financial, human, IT assets and resources including planning, monitoring and continuous reporting to management and control organizations.

In-addition to continuous monitoring and performance of compliance reviews of activities against department contracts, corporate guidelines and procedures. Facilitating and coordinating communications with corporate entities for support services. Capturing innovation, technology utilizations, digitization efforts and ensuring alignment with organizational strategies.

Jul 2019 – Aug 2021

SAUDI ARAMCO
HAWIYAH UNAYZAH
GAS RESERVOIR
STORAGE PROGRAM

Worked as a Business Administrator for a unique accelerated program, administrating and managing contracts development, procurement, execution, revisions and amendments; including but not limited to, administrating work element releases under Project Management Consultation contracts to support engineering of the program, development, award and administration of site development contract and the main international EPC contracts. Administrating progress and invoice processing, in addition to controlling change orders initiation, coordination, agreement and settlement. Coordinating subcontracting plans, technical and financial evaluations and approvals. coordinating regular performance evaluations of contractors and subcontractors. Tracking and securing contractual deliverables and milestone achievements documentation.

In addition to, managing human resources selection, recruitment, mobilizations, demobilizations and development, controlling/monitoring program budget, administrating installation of IT infrastructure in offices, controlling data security and protection, ensuring proper dismantling of equipment and demobilization of assets, capturing lessons learned, best practices, innovation ideas, technology usages and ensuring alignment with organizational strategies.

Sept 2017 – July 2019

SAUDI ARAMCO
GAS COMPRESSION
PROJECTS DEPARTMENT

Worked as an Operational Excellence Representative, establishing operational excellence program for the department, setting up teams, introducing quality concepts, establishing tracking and monitoring methods, tracking action items and tasks, connecting team members with organization Subject Matter Experts, reporting and monitoring progress, conducting self-assessments and engaging employees in continuous improvement activities.

MOHANNAD OTAIBI

Sept 2016 – Sept 2017

SAUDI ARAMCO
MANAGEMENT
COMPLIANCE DIVISION

Worked as a Compliance Officer, planning compliance reviews of project management contracts, support in establishing quality and compliance controls, checklists, assessment methodologies, reviewing organizational controls and conducting/administrating compliance reviews across active projects.

Apr 2014 – Sept 2016

SAUDI ARAMCO
OPERATIONAL
EXCELLENCE
DEPARTMENT

Worked as an Operational Excellence Specialist, rolling-out operational excellence program and spreading awareness on company's quality programs and tools. Supporting implementation of the program, conducting assessments and quality checks, providing consultations on implementation and governance.

Worked as a Business Analyst responsible for initiating and establishing department's planning (Operating Plans & Budgeting), Human Resources (Manpower Tracking & Training) and IT functions.

May 2013 – Apr 2014

SAUDI ARAMCO
DOMESTIC JOINT
VENTURES
DEPARTMENT

Worked as an Assistant Joint Venture Manager responsible for initiating agreements, board members' (de)briefings, financial positioning analysis/tracking and coordinating activities/meetings between Marafiq / SUMED / SATORP and Saudi Aramco.

- Lead Domestic Joint Ventures Departments' Professional Development Program committee.

Feb 2011 – Apr 2013

SAUDI ARAMCO
IT ADMIN SUPPORT
STAFF

Worked as a Professional Development / Training Advisor with Human Resources Group on full-cycles of Human Resources development/management activities covering employees, sponsored students and interns gaining experience on Saudi Aramco's standards and procedures.

- Represented IT Admin Support Staff PDPs in IT's Professional Development Program committee.
- Used technology to help organizations automate and enhance job related tasks and to generate better reports after understanding business logic and management's needs.

Feb 2010 – Aug 2010

SAUDI ARAMCO
IT ADMIN SUPPORT
STAFF

Cooperative Training: worked as a Business Analyst with Planning and Programs group in Information Technology on budgeting and accountability reports for IT where I have developed a web-based reporting system using ASP.net (C#).

MOHANNAD OTAIBI

EDUCATION

2004 - 2011 **B.S. Management Information Systems**
College of Industrial Management | KFUPM
GPA 3.09/4 (Third Honor Degree)

COMPETENCIES

CERTIFICATES Operational Excellence Assessor | QMS | 2014

**PROGRAMMING
LANGUAGES &
FRAMEWORKS** JAVA | C# | PHP | SQL | (Shell/Bash) Scripts | VB | Python | NodeJS, ExpressJS,
VueJS, NuxtJs, Strapi, Firebase (Cloud Services)

APPLICATIONS Microsoft Office (Advanced) | Adobe Suite

LANGUAGES English | Arabic