

MOHANNAD F. OTAIBI

Contracting & Business Manager, Problem Solver and
Technology Enthusiast

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Marital Status Married
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Summary:

Results-driven Contracts & Business Manager with a strong focus on enhancing stakeholders' experience by leveraging technology and striving for excellence for business processes. Committed to contributing to the materialization of the Kingdom's 2030 vision by leveraging quality tools for governance and process management to ensure the achievement of desired outcomes from work done.

Full-time Experiences

Contracting Manager

Jeddah Central Development Company (PIF)

Jun 2022 – Present

Key responsibilities:

- Managing Contracting activities for a Mega-Project (PIF) Company, contributing to realizing a key aspect of Saudi Arabia's 2030 vision.
- Developing, reviewing, and administrating procurement policies, charters, corporate and administrative procedures, standard terms and conditions development and functional reviews, development of tools, templates, and forms for utilization by users.
- Leading the implementation project and managing the utilization of technology, such as but not limited to, Enterprise Resource Planning (ERP) SAP S4Hana, SAP Ariba, and OpenText Electronic Content Management (ECM), to streamline procurement processes and systems, significantly enhancing both internal and external customer satisfaction.
- Managing suppliers' journey, from scouting, invitation and onboarding, registration reviews, prequalification, and frequent performance evaluation.
- Responsible for the comprehensive administration, continuous enhancement, and effective monitoring of both automated and manual procurement processes and controls.
- Assisting secretary of award committee, coordinating development of approval items, scheduling and attending the meetings, capturing, and enforcing application of directives and managing committees' information.
- Established and executed procurement strategy, objectives, initiatives, and annual plans aligned with corporate strategy and objectives, with key performance indicators while maintaining frequent reporting to different stakeholders continuously enhancing the process.
- Developed and administrated corporate annual procurement (contracting) activities forecast.
- Leading audits, compliance reviews and quality assessments for procurement process ensuring availability and organization of procurement documentation.

Contracts/Business Manager

Saudi Aramco – Gas Compression Projects Department

Apr 2018 – Jun 2022

Worked as a Business Manager for a multi-billion-dollar capital programs/projects department, focusing on procurement and contracting for the department.

Key responsibilities:

- Managed and administrated contracts, subcontracts, change orders and amendments procurement. Including, initiation, development, execution, administration, settlements, suppliers' evaluations, and contracts actions close-outs.
- Maintained comprehensive and accurate documentation for all contracting and budgeting actions in addition control logs and management reports.
- Tracking and monitoring budget, performance measures (&KPIs) ensuring quality inputs and outputs for internal and external stakeholders to the department.
- Preparation of comprehensive project reports including all contracts schedules, budgets, deliverables, and milestones.
- Leading contracts and processes compliance and quality control by establishing quality program (Operational Excellence), compliance reviews programs, and processes.
- Planning and conducting frequent compliance reviews, gaps analysis, assessments, and developing action plans, monitoring enhancements across multiple projects and contracts.
- Establish mechanisms to capture procurement lessons learned and scout best practices to ensure alignment with corporate strategies.

Contracts Quality & Compliance Officer

Saudi Aramco – Operational Excellence Department

Apr 2014– Apr 2018

Key responsibilities:

- Establish corporate processes for contracting life cycle, Supplier management & Compliance review with corporate contracting teams based on EFQM model to align procurement activities with corporate strategic objectives and set the base for continuous improvement.
- Establish the mechanism & conduct corporate level quality assessment on procurement processes on different departments while benchmarking each department against the best in class and while collecting lessons learned and sharing of best practices.
- Act as subject-matter-expert (SME) for corporate procurement process quality programs.
- Planning and conduct compliance reviews on Project Management contracts covering contracting compliance, change order compliance, invoicing and administration compliance and safety compliance.

Assistant Contracts Manager

Saudi Aramco – Domestic Joint Ventures Department

May 2013 – Apr 2014

Key responsibilities:

- Develop, Procure and Manage Joint Venture Agreements/Contracts including engagement with Shareholders' Direct Employees.
- Developing financial positioning analysis/tracking for Shareholders and coordinating related Shareholders engagements and management reports.
- Review Procurement and manage Contracts for Core Supplies for the JVs.
- Validate Vendors' Conflict of Interests and review upon new agreements or changes in ownerships.

IT Procurement & Planning Analyst

Saudi Aramco – IT Admin Support Staff

Feb 2011 – May 2013

Key Responsibilities:

- Annual Procurement, Budgeting, Human Resources planning and monitoring.
- Coordination and management of Contracts development for Information Technology 8 departments.
- Monitoring of contracting, budgeting, and planning actions through ERP (SAP).
- Compliance Reviews on Contracts and budget consumption against corporate and administrative standards, policies, and procedures.

Other Experiences

System Analyst (Internship)

Saudi Aramco – IT Admin Support Staff

Feb 2010 – Sep 2010

Worked as a Systems Analyst with Planning and Programs under Information Technology Admin Area on budgeting and accountability reports for the admin area, where I have developed a reporting system using web-based technologies (C#) to provide an easy to use, intuitive and user-friendly platform to reduce time in reporting needs of management.

Memberships & Certification

Member Board of Directors

Association of Advancement of Cost Engineers – Arabian Gulf Sector (AACE AGS)

Jul 2021 – Present

Acting Member

[Customer Experience Association](#)

May 2023 – Present

Certified Operational Excellence Assessor

[QMS](#) – [EFQM](#)

Nov 2014

Education

BS. Management Information Systems (3rd Honor)

[King Fahd University of Petroleum & Minerals](#)

College of Industrial Management

Feb 2011

Competencies & Skills

Business Applications

SAP S4Hana, SAP Ariba, Microsoft Office Suite (Advanced), Adobe Suite (Intermediate), Figma

Programming Languages & Frameworks

Java, PHP, C#, Visual Basic, Python, Javascript, HTML, CSS, Bash, Dart, SQL

GitHub, Docker, Firebase, Jekyll

Languages (Spoken & Written)

English / Arabic