

PROFESSIONAL SUMMARY

- Effective Project Control Management with experience working with teams to plan and execute successful projects. Practice at assigning tasks to team members based on individual strengths.
- Hardworking Project Control Management focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.
- Skilled team player with a strong background in Microsoft Office environments. Works well independently to handle assignments and is always ready to go beyond basic assignments. Quick learner with good computer abilities.

SKILLS

- Public speaking
- Task prioritization
- Creative thinking
- Organization
- Teamwork
- Planning
- Customer relations
- Multitasking
- KPI tracking
- Write reports
- Analyze trends
- Manage information flow

EXPERIENCE

PROJECT CONTROL MANAGER NOKIA

NOV 2019 – AUG 2022
RIYADH, SAUDI ARABIA

- Completed successfully 2 Projects at Nokia
- Created detailed analyses and reports for project status updates and delivered presentations to stakeholders.
- Identified deviations from project plans and prepared narrative explanations with trend analysis and forecasts of future project performance.
- Used Microsoft Project and other software tools to track and manage project activities.
- Facilitated internal team communications and meetings to keep project personnel operating as a cohesive team.
- Set deadlines and timeline estimates for upper-level management and stakeholders.
- Served as the first point of contact for clients, answering questions and explaining strategies.
- Communicated with key stakeholders to determine project requirements and objectives.
- Coordinated and designated work tasks among team members.
- Conferred with project personnel to identify and resolve problems.
- Administered changes and documented updates with required plan adjustments.
- Reviewed adequacy and accuracy of project cost estimates and schedules.
- Maintained project schedules with deliverables, deadlines, and assignments.
- Partnered with technical project leads to plan projects, control activities, and integrate changes.
- Identified, reviewed, and selected vendors or consultants to meet project needs.

**PROJECT CONTROL MANAGER
HUAWEI TECHNOLOGIES**

**FEB 2015 – NOV 2019
RIYADH/KHOBAR/JEDDAH/TABUK, SAUDI ARABIA**

- Completed successfully 9 Projects at Huawei
- Served as the first point of contact for clients, answering questions and explaining strategies.
- Identified deviations from project plans and prepared narrative explanations with trend analysis and forecasts of future project performance.
- Created detailed analyses and reports for project status updates and delivered presentations to stakeholders.
- Use Microsoft Project and other software tools to track and manage project activities.
- Administered changes and documented updates with required plan adjustments.
- Maintained project schedules with deliverables, deadlines, and assignments.
- Facilitated internal team communications and meetings to keep project personnel operating as a cohesive team.
- Conferred with project personnel to identify and resolve problems.
- Held negotiations with stakeholders and Contractors for resources.
- Developed and updated project plans, including information such as objectives and schedules.
- Communicated with key stakeholders to determine project requirements and objectives.
- Coordinated and designated work tasks among team members.
- Set deadlines and timeline estimates for upper-level management and stakeholders.
- Compiled supporting documentation and drafted proposals for new projects.
- Identified, reviewed, and selected vendors or consultants to meet project needs.
- Identified budget issues and resolved discrepancies.
- Partnered with technical project leads to plan projects, control activities, and integrate changes.
- Provided forecasts and predictive analysis to determine budget accuracy.
- Advised management on successful strategies to achieve the short- and long-term objectives of each business segment.
- Created and maintained annual budgets based on historical data and anticipated growth and decline.

**TELCOMINICATION DIRECTOR ASSISTANT
FENDA HOLDING**

**JAN 2014 – JAN 2015
RIYADH SAUDI ARABIA**

- Directed and contributed to the broad scope of strategic projects focused on promoting the success of the business.
- Leveraged creative methods, people skills, and available communications channels to positively impact key stakeholder engagement.
- Researched and applied industry knowledge, best practices, and strategies to optimize individual and team capabilities to meet and exceed customer expectations.
- Partnered with the director to establish business goals and monitor status against goals.
- Prepared storyboard, oversaw the hiring of new shooting locations, and managed the acquisition of props and equipment.
- Guided and directed risk analysis and presented risk pool performance using risk score, revenue, and claims data.
- Developed business plan and consolidated data through metrics and reports to monitor and achieve track able targets.
- Built strong working relationships at organizational levels, establishing trust and credibility with staff and leadership
- Supervised clerical staff to monitor the program and operational units' administrative success.

SENIOR REPORTING SPECIALIST
RAWASI AL-BINA' COMPANY FOR CONTRACTING

JUN 2008 – DEC 2013
RIYADH SAUDI ARABIA

- Cleaned up and maintained database regularly and before reporting.
- Generated ad hoc reports to compile and present specific data.
- Developed scripts for data sourcing and parsing.
- Prepared complex financial and regulatory reports and audited statements.
- Coordinated and worked cross-functionally with other business units.
- Advised management and team members while mentoring peers and new team members.
- Built, maintained, and run scheduled weekly monthly, and seasonal reports.
- Pulled data into reports to determine KPIs, efficiencies, and collections activities.
- Applied analytical tools and methods to inform business decision-making processes.
- Developed solutions to defined tasks, problems, and projects using specialized foundational knowledge.
- Designed technical documentation to guide the accurate development of new intelligence gathering and reporting solutions.
- Organized research, analyzed results, prepared concise presentations, and presented to senior executives.
- Leveraged information from industry reports, public databases, and other sources to understand and evaluate trends.
- Mined available company and competitor data to fully understand the current market landscape and direct the development of strategic solutions.
- Kept robust library of reusable assets for use in business intelligence gathering, reporting, and forecasting.
- Enhanced and maintained existing reports and analytical applications.
- Gathered, aggregated, and modeled critical business data to forecast changing market variables.

EDUCATION

APPLIED SCIENCE UNIVERSITY
AMMAN - JORDAN

HOTELS MANAGEMENT & TOURISM
MAY 2008

LANGUAGE

- Good in speaking and writing (English & Arabic) language.

English, Fluent

Arabic, Native