

# MOHAMMAD ALRASHEED, PMP®

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## WHAT CAN I DO FOR YOU?

- 8 years of experience as a Tactical cultured team builder and active strategic planner with an effective background into Planning, developing operational roles with dynamic organizations.
- Effective at identifying customer needs to deliver solutions.
- Dedicated team player, proactive and hands-on in task completion.
- Experience in Leads projects, company operations, and business growth in various companies with different sectors.
- Excellent standing for resolving problems and improving operational performance.
- Offers tracking templates and performance reports to deliver on team goals.

## WORK HISTORY

**PMO - Specialist**, 09/2020 – Current

**ANC- Arif Al-Nahdi Co.**

- Influenced key decision-making and established trust with stakeholders in more than 7 major projects.
- Adopted consultative sales approach to selling professional services.
- Gathering and presenting data about the success of projects.
- Developed and implemented value-adding strategies to increase product and service profitability with 11-14 templates.
- Created project documentation requirements or procedures and advise stakeholders
- Managed teamwork to deliver on company targets.

**Project Manager**, 05/2017 – 06/2018

**ERG - Business Development and Investment**

- Assist the Project Director in establishing and implementing the project plan, priorities and working objectives
- Ensure that all projects are delivered on-time, within scope and within budget
- Stored transaction information securely for thorough financial reference.
- Received and resolved customer complaints escalated by staff.
- Manage the process of monitoring ongoing projects, and provides input and feedback on rectifying challenges or deviations conducted by private contractors.
- Coordinated various events for more than 80 people for different events in ballrooms with assuring all necessary service statuses are provided.

## EARLY CAREERS

- Executive Assistant (01/2015 - 06/2015)
- Assistant Project Manager (06/2013 - 08/2015)

## ACCOMPLISHMENTS

- Collaborated with 7 teams with a total of 89 members in the development of Comprehensive Leadership Strategies.
- Supervised team of 89 staff members.
- Achieved a system implementation by introducing ERP Next for Production, Sales, Inventory and accounting tasks.
- Documented and resolved challenges in the supply management system resulting in improved handling of suppliers, management of liquidity and cash flows, and efficient use and organization of storage spaces.
- Monitored 20 new and on-going different projects during the execution stage.
- Priced reasonably more than 39 items by collecting and measuring ingredients across the cost card with pricing policies that have contributed to raising the profit rate by 17%.
- Contributed to the establishment of the database of Specialists with more than 1100 members in Researches and studies center in K.S.A
- Team has been formed and trained with job description cards and contract drafting for the 8-person team with supervision for 10 hours on a daily basis.

## SKILLS

- Consultative and relationship management.
- Performance goals.
- Open and clear communicator.
- Relationship management.
- Business development and planning.
- Client relations.
- Employee management.
- Operations coordination.

## EDUCATION

**Bachelor of Business Administration** : Financial Management  
**The University of Cordilleras** - Philippines, Baguio

## LANGUAGES

**Arabic** : Native language

**English** : Master or proficient (C2)