

# MUBARAK ALI ALSALEM

## Project Management - Business Continuity - Digital Transformation

### Contact:

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Self-motivated, ambitious Engineer with talents and passion in managing project, resource allocation and wide-scope digital transformation. Adept at coordinating resources, managing team, and developing realistic budgets for large projects. Always willing to drive the current situation to Optimize it, highly adaptive to achieving strategy goals and objectives. Multitasking and reliable with the ability to work flexible hours. Specializing in Project Management, digital project, and engineering projects.

## Work Experience

### Project Manager - Business Continuity & Digital Transformation

#### Beehive Fin-Tech Company – Product Department

- Controlling all digital transformation perspective and SME lending through Fin Tech.
- Jun 2022** • Managing team role and responsibilities and controlling stakeholder expectations of all deliverables
- Current** • Reporting all project activities to senior management with updated KPI's.
- Controlling project progress, timeline, cost, scope, change management and all PMO perspective activities.

### ASSISTANT PROJECT MANAGER

#### Ezdihar Real Estate Company – Project Management Office

- Handling deliverable from overseas partner companies for designing concept.
- July 2021** • Proactively works with projects team to manage timelines, deliverables, budget, and quality.
- Dec 2021** • Monitoring project progress, budget, methodology and guaranteeing quality solutions are delivered.
- Reporting project activities to senior management and handling all projects issues.

### PROJECT ENGINEER

#### Ministry of Transport – Project Management Office – Innovation and Quality Department – Planning Department

- Controlling MOT projects with EXPRO team to gather all projects information to develop, review and audit project studies.
- Align and develop project strategic study, visibility study, economic study, business study and administrative study for MOT project to be aligned with EXPRO policies
- Project management Coordinator with EXPRO to manage budget strategy, managing stakeholder obstacle and projects scope.
- Reporting all project progress direct to senior management and present the progress to Vice minister.
- Developing policies, procedure, and regulation to enhance the relation between client, contracting and consulting.
- Oct 2018** • Controlling project management portfolio and KPI's systems using Enterprise Project Management.
- Achieved project management portfolio creation, monitoring, and controlling.
- July 2021** • Leading the team to link all execution projects with GRP systems.
- Advised all stakeholders to manage obstacles related to MOT project.
- Managing all aspects of dashboard system for ministry regions.
- Explored with Quality department to achieve the objective of site visit to study the project plan, project material, project scope and overall project execution.
- Communicate with all ministry departments to enhance the communication between internal & external stakeholder, client, contractor, and consulting companies.
- Developed the determination of the tests result for project material study.

# Education

Bachelor of Science – August 2018

Transportation Systems and Infrastructure Planning Engineering

Morgan State University

# Professional Certificate

Project Management Professional (PMP) - Project Management Institute – NOV 2020

# Language

- Arabic
- English

# Skills

- Multitasking
- Problem Solving
- Strategic Planning
- Decision Making
- Project Management
- Negotiation
- Team Leader
- Interpersonal Skills
- Research

# Software

- Microsoft Office (Excel, Word, Power Point, Outlook, Project)
- Primavera V6
- AutoCAD
- Synchro
- GIS
- Trans CAD

# Professional Development Courses

- Quality Material Selection and Production.
- Occupational Safety and Health administration
- Communication and leadership
- Project Management
- Transportation Observation Simulation
- Intelligent Transportation Systems