

Kariman Abdullah Al Sayyad



+966508981261



karemansayyad4@gmail.com



Saudi Arabia - Riyadh



Jordanian



An experienced PMP certified project manager, 9 years' experience within the same company building international teams to meet project requirements, man management and HR being specialist strengths This has been applied across infrastructure and technology projects on behalf of Ministry's, and MOD of Saudi Arabia, many major companies including Bae, ISE, SABB and Pilatus to name a few



Education

Arab Open University

Degree: Bachelor

Speciality: Business Administration



Present

The Arab College

Degree: Diploma

Speciality: Accounting



1997



Experience

SNCICT, Riyadh Saudi Arabia

Job : Project Manager



September 2020 - Onwards

❖ Project management of 3 projects for Saudi British Bank across the whole of Saudi Arabia

Tasks & Activities

- Manage a team of 28 engineers and technicians maintaining all the relevant requirements within the diverse teams
- Customer facing, chairing meetings managing change, tracking risks and issues, carry out SWOT
- Management of the procurement of material, shipping and delivery
- Deployment including transportation, team welfare including hotel booking etc.
- Project closure including all financial deliverables

SNCICT, Riyadh Saudi Arabia

Job : HR Manager

January 2011 – September 2020

Tasks & Activities

- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
- Coordinates with teams on project sites

Al-Eqtessad Holding Co

Job : General Manager Human



January 2009 – January 2011

Functional tasks

- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes
- Contributes to team effort by accomplishing related results as needed.
- Coordinating with third parties for medical insurance, vehicle insurance, and others as required



Achievements

- Project management of 3 projects for Saudi British Bank across the whole of Saudi Arabia
- Management of country wide teams including deployment planning, team welfare etc.
- Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Achieves staffing objectives by recruiting, evaluating job candidates and advising managers.
- Development and deliver various human resources plans and procedures for all company personnel



Business knowledge

Full project life-cycle procurement, bids proposals ITT's, RFI, RFP, SOWs, business analysis, requirements specification, business process design and delivery, Project management, Prince 2 methodology, man management, test management, delivery management, process improvement, quality assurance, Configuration control, SLA/OLA management and customer management, requirement management, bid management, ITIL conversant



Courses

- **Targeted to completed by, IELTS British Council Presently preparing** - for the Academic exam
 - **Project Management Professional (PMP)** - **Project Management Institute**
 - **KPI Professional**
International Business Association
 - **PMI Risk Management Professional (PMI-RMP)**
PMI KSA Chapter
 - **PRINCE2® Foundation Certification Training**
Coursera
 - **Project Management Professional (PMP)**
Project Management Institute
 - **Quality Management Systems - ISO 9001**
Intertek
- RISK
 - PRINCE2
 - KPI's
 - Quality



Skills

- | | | | | | | | | |
|----------------------|------------------|-----------------|-----------------|-------------|--------------------------|---------------------|-----------------|-----------------|
| | | | | | | | | |
| Computer Proficiency | Microsoft Office | Decision Making | Problem Solving | Punctuality | Innovation & Development | Meetings Management | Time Management | Teamwork Skills |



Refrence

- Ahmed Saif : 00966596511784
- Ahmed Motaman : 00966507209776



Languages

Arabic



English



Project Management Institute

THIS IS TO CERTIFY THAT

Kareman Al Sayyad

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE



Tony Appleby
Chair, Board of Directors



Sunil Prashara
President and Chief Executive Officer



PMP® Number: 2782334
PMP® Original Grant Date: 17 July 2020
PMP® Expiration Date: 16 July 2023

