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## Summary

Strategic and solutions-oriented professional with strong business acumen strengthened by qualifications such as BBA, MBA, MSc, PMP®, ISO 9001 accredited certifications in Work Health and Safety OSHA, Compliance Management Systems, Training, and Development TOT. A global experience in multinational project management and change management on an international scale of research and development. Objectively looking for a long-term opportunity where I can secure a progressive career opportunity to fully utilize my training and skills while making a significant contribution to the success of the organization's team.

## Experience



[UNDP.ORG](https://undp.org) - برنامج الأمم المتحدة الإنمائي, [National Project Officer](#) for Governmental entities, | KSA – Riyadh, Sep 2022 – Present

Strategically supporting corporate communication and building partnerships for successful project implementation at several joint projects for Governmental entities while provisionally collaborating with the Chief Technical Advisors to ensure the quality of the projected sustainable goals as per best international practices. Professionally delivered capacity-building and skills enhancement with counterparts. Leading the advisory support to ensure timely submission of financial activities reports by implementing partners. Enhanced advanced updates of project risk logs and lessons learned logs, leading the preparation high quality and timely donor reporting, including quarterly and annual narrative and financial reports, according to the grant agreements and UNDP procedures. Delivered UNDP programming tools and policies as structured in the Results Based Management principles, sustaining well-informed practices and maintaining an optimum level of knowledge by continuous learning. Briefed senior management on project progress to provide information and advice as required to contribute to the CO initiatives such as the [Common Reporting Standard \(CRS\) - OECD](#). Productively implemented the priority SDGs indicators enhancing the Saudi Vision 2030 policies development with the coordination of over 24 technical experts who are planning, conducting, and delivering the statistical products and activities as per the [UNDP](#) and GOV agents' prioritization.



[Maximus.com](https://www.maximus.com) الخليج ماكسيموس, [Learning and Development Specialist, Trainer](#) | KSA – Riyadh, May 2022 – Sep 2022

Professionally customized Arabic training deliverables adhering to best project management principles such as planning, execution, monitoring, control, and closure stage in the PWD project with the [APD.Gov.sa](#) to meet the training phase of the employment pathways as required by the client (APD) guided by the [HRSD](#) Ministry programs such as Taqat, Tamkeen, Tawteen, and Pre-Employment Routeways for people with disabilities (PWD). Independently planned and organized training and coaching for Employment Consultants & Business Associates to meet project goals of assisting people with disability by prioritizing their need for communication skills with minimal support. Competently presented and delivered training to a diverse group of stakeholders in both English and Arabic to assist in meeting the project milestones and deliverables as instructed by the project management office while assisting in setting up new venues for training instructed by the ISO, OSHA, work health and safety principles and [Mowaamah](#) guidelines.



[Individual Consultant as Project Manager, Trainer, Sector Strategist researcher](#) | Australia – Remote, January 2015 – Present

As an individual Consultant was able to provide strategic and substantive leadership, supporting and effectively advising the implementation of projects, through project planning, monitoring, and oversight including the establishment of project dashboards and Implementation support units in the HR, Project Management initiation as stipulated in project documents, to monitor the implementation of project activities. Remotely monitoring and managing complex, high-cost purchase agreements, long-term contracts, and consulting agreements. Resourcefully, sourcing for new and existing suppliers including but not limited to statistical experts, who are specialized in complex change management functions. Progressively, leading remote teams to achieve specific results on a detailed project work plan, including the development of semi-annual work plans where necessary. Clarifying, the achievement of outputs/results in line with the approved work plans through the day-to-day planning, management coordination, and implementation of activities. Reassuring, accountability for, and efficient use of projects fund as planned. Professionally, representing the project in various fora through PowerPoint presentations, and Teams video conferences, leading the recruitment and management of experts and personnel as needed following the company's policies and guidelines. Strategically, working on various assignments as a Project Manager, Business Development Advisory, and Certified trainer for major global corporate enterprises with a focus on diverse Arabic communities such as the [World Bank](#), [UN](#), concordance with tight deadlines with a high level of cultural differences, consulting and working extensively in tasks such as document management, and record management Workflow, intellectual property, assignments related to [Office of Privacy and Data Protection](#), [MindAustralia](#), [NDIS](#) progressing extensively towards mutual goals.



[Qassim University, Project Management Office as an Administrative assistant](#) | KSA – Qassim, July 2008 – March 2014

Efficiently performed various tasks and duties as a focal point to enhance the contracting and trading in the ongoing project of Qassim university's hospital. Proactively, filling out employees' information on the oracle system within short deadlines. Assisted in personnel fairs, organized orientations for recruitment, and assisted with the Tawteen onboarding process for the newly contracted Saudis as guided by [GOSI](#). In addition, performed duties related to procurement and contracts such as preparing and generating Requests for Proposal (RFP), and Requests for Quotation (RFQ), negotiating and agreeing on contracts and monitoring their progress between the university and other suppliers, checking the quality of service provided on the SAP, processing payments and invoices on the oracle system to review tenders and bids, Reassuring, best preparation of high-quality tender documentation is maintained. Productively, identified new suppliers and prepare purchase order status reports. Successfully, Initiated several initiatives to improve the quality of services and save costs such, as strategic collaboration with local suppliers to guarantee it meets the organization's objectives while building great reports of the project completion plan that ensures the procurement policies and procedures are being applied.

Education

- o [RMIT University](#) | **Australia** Master of Business Administration - MBA With a **distinction, 2021**
- o [Latrobe University](#) | **Australia** Postgraduate Subjects, MSc in Accounting and Financial Management, **2018**
- o [Qassim University](#) | **Saudi Arabia** Bachelor of Business Administration, Finance Stream, **2013**
- o [Australian Institute of Management](#) | **Australia** Diploma of Property, CPP51119, **2019**
- o [Royal Melbourne Institute of Technology](#) | **Australia** Diploma of Community Services, CHC52015, **2020**

Skills

- **Business & Data Analysis:** *Tech savvy* with the ability to critically *analyze Big Data* utilizing *statistical methodologies* and analytical tools.
- **Organizational Skills:** Possess strong dedication to *teamwork*, with structured *problem-solving* modeling to cope with *change management* in the workplace.
- **Strategic and Leadership skills**, collaboratively committed to *strategic thinking*, planning and *agility* to measure objectives and key results (*OKRs*).

Languages

*English*, Bilingual proficiency | *Arabic*, Native speaker | *Spanish*, Elementary proficiency.

Publications

- **Design Thinking for Business**, *DESIGN CHALLENGE*: IMPROVING PHYSICAL RETAIL SHOPPING EXPERIENCES (POST COVID-19).
- **Business Data Analytics**, A paper discussed and evaluated fundamental concepts and principles in big data analytics the case study of Adani's Mining site.
- **Strategy and Leadership**, An evaluation of the innovation in the Australian market with a view on the Australian strategy 2030: Prosperity through innovation.

Certifications

Several local and global certifications related to Occupational Safety and Health Administration (OSHA), Mental Health and Wellbeing as part of the community services, training, and development courses. In addition to active licenses in Project Management, Work Health and Safety, and training related to the International Organization for Standardization compliance. Furthermore, Active licenses in leadership, strategy, SAP, Oracle System.

Referees

Respective written recommendation letters from academics, professional associates, and community leaders. Which can be provided upon request.

Memberships

An active member of the largest Project Management Community “PMI”, the local chamber of commerce, and other associations of economic and commercial affairs related to Future Investment Initiatives. Actively participating in relevant sustainable development events and conferences.