

ABDULLAH KHALID ALKHATEEB

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Nationality: Saudi
Riyadh, SA

PERSONAL SUMMARY

A highly motivated & ambitious professional capable of achieving excellent results in any circumstances while providing support & effective communication throughout the process, Plus possessing excellent planning and executing and analytical capabilities & skills and having the ability to work with minimum supervision, Also having a proven ability to lead & draw direction for teams to achieve excellent results & deliver requirements, and always looking forward to making a significant contribution with an organization that offers opportunities for development & progress.

EDUCATION & CERTIFICATIONS

- Bachelor's Degree of Business Administration**, Saudi Arabia – Imam Mohammed Ibn Saud Islamic University
GPA: 4.96 out of 5 With First Honor Degree **Sep 2015 – Jan 2020**
- Business Analytics Nanodegree**, Online-based – Udacity
Analyze data – Build data models - Query databases 'SQL' - Data visualizations **Oct 2021 – Jan 2022**
- Prosci**, Change Management - Certification
Certified in change management process in accordance with prosci methodology and tools **Oct 2022**

WORK EXPERIENCE

- General Organization for Social Insurance**, Strategy and Performance Analyst – full-time **Oct 2022 – Present**
- Conducting analysis to support the development of strategies and initiatives, plus providing detail strategic KPIs and milestones to monitor progress and validate outcomes, developing organizational plans, implementing quality assurance process, quality control & improvement.
- General Organization for Social Insurance**, Strategic Change Officer – full-time **Jan 2022 – Oct 2022**
- Managing change at the organization level by applying best practices in the field of change management and implementing several methodologies to achieve the goals of the organization at both the strategic and operational levels
- General Organization for Social Insurance**, Elites GDP – full-time **Jan 2021 – Jan 2022**
- Training in different departments: Strategy & Performance, Project Management Office, Risk & Compliance, Business Process Management, Customer Care, Financial, Financial Controlling, Change Management, Research and Studies
 - Projects worked on: Ameen System Project, GOSI & PPA Merge, Business Continuity Management, Governance Risk Compliance
- Saudi Research and Media Group**, Project Manager – full-time " Elites GDP External Rotation " **Oct 2021 – Jan 2022**
- Managing projects from the office portfolio, plus developing the office by applying concepts such as PMI, Prosci, ADKAR etc.
 - Projects worked on: Transform Hub System, Projects Compliance, Riyadh Season
- King Khaled Eye Specialist Hospital**, Partnerships Coordinator – full-time **Nov 2020 – Jan 2021**
- Establishing new national and international partnerships, plus maintaining & developing all the organization partnerships, leading the implementation process for national and international agreements & MOUs
- MRSOOL**, Payment Controller – full-time **Apr 2020 – Oct 2020**
- Maintain correct & proper financial payment flow and correcting financial errors, Evaluation & verification Partners by relying on specific standards that achieves company goals
- Riyadh Chamber**, Cooperative Training – full-time **Jun 2019 – Sep 2019**
- Organizing & planning meetings from scratch, plus managing the meeting and reporting its results, participate in preparing events and contact with all invitees, plus hosting & organizing
- Al-Sudariy Institution**, Representative – part-time **Sep 2015 – May 2018**
- Logistics such as providing equipment & supplies for the organization, plus supervising branches & warehouses, Government affairs such as fees & licenses and foreign workers affairs

SKILLS

- English – Excellent
- Disco – process mining tool
- ARIS – process modeling and visualization tool
- Business Intelligence – analytics & mining and visualization tool
- Power BI visual analysis tool
- Tableau visual analysis tool
- SQL
- Microsoft Office Package