

Miaad Ali Alessa

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CAREER OBJECTIVE

Head of Client Engagement division with more than 4-year experience looking to leverage my knowledge in a dynamic organization.

EDUCATION

Bachelor degree in English translation King Saud University -2008

CERTIFICATES

- PMP® Certified Project Management Professional PMI.
- Certified KPI Professional The KPI Institute.
- Six Sigma Green Belt.

COURSES

- Change Management Preparation Course
- Enterprise Risk Management.
- Foundational Concepts of Investment.

EXPERIENCE

Head of Client Engagement division

Saudi Commission for Health Specialist
07/2021-present

- Leading a major project that aims to empower trainees across the kingdom which will affect more than 16000 stakeholder
- Preparing status reports by gathering, analyzing, and summarizing relevant information.
- Manage and run a wide variety of projects including Transformation Projects
- Created and managed master program plan
- Managed end-to-end program delivery
- Developed project plans with forecasts, estimates, and resource assignments
- Provided guidance to team and other program managers

Postgraduate Specialists

Saudi Commission for Health Specialist
09/2020-07/2021

- Work with High Influence Health Counsels and Scientific Committees on Several Projects
- Develop a project plan and milestones to track progress and provide weekly progress report to ensure that all projects are delivered on-time, within scope
- Handling and Resolving Complex Trainees Issues
- Review and Audit of The Financial Bills of The Trainees
- Conduct research and analysis that impact the decision making

Assessment Development Specialists

Saudi Commission for Health Specialist
Nov 2018 to Sep2020

- Executes the Department Strategic Plans by Working with Subject Matter Experts & Facilitates the Committee's Meetings & Content Development Workshops, Coordinates the Movement of Item Requests & Submissions.
- Prepare Departmental Correspondence, Documents, Reports and Presentations.
- Clarify and Refine Internal and External Workflow and Processes with Stakeholders and Ensure That Processes Are Followed.

English Teacher + Administrative

Riyadh Al Entilakah schools
Sep2018 – Sep2019

- Develop Schemes of Work and Lesson Plans
- Provide A Variety of Learning Materials and Resources for Use in Educational Activities
- Use Relevant Technology to Support Instruction
- Observe and Evaluate Student's Performance and Development
- Produce and Distribute Correspondence Memos, Letters, Faxes and Forms

Operations Processor

Riyadh Capital

Aug 2009 – Dec 2010

- Handling Account Review, Account Reconciliation, Transfer Requests, And Transaction Verification
- Assist Bank Tellers When Customers Have Questions or Problems About Their Internal Account Activity.

Report Auditor of international stock market

Riyadh Capital

Aug 2009 –Dec 2009

- Checking All Tax Implications in Every Transaction to Ensure All Legal Obligations Are Met.
- Prepare and Examines Financial Records.

skills

- Business strategy knowledge
- Microsoft Office skills
- Project Management software use
- Allocating resources
- Critical thinking
- Problem-solving
- Conflict resolution
- Stress management Communication skills
- Planning