






# Ahmad Musameh

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## PROFESSIONAL SUMMARY

Astute IT Project Manager, implementing effective project strategy and processes for profitable business growth. Offering extensive experience in effective life-cycle project handling with expert communication, negotiation and leadership abilities.

## CONTACT

 Shihab ibn zuhair, Riyadh, Riyadh Region, 11345  
 0560382526  
 musameh\_91@hotmail.com

## CERTIFICATIONS

- Project Management Professional Certification (PMP)
- PMI Agile Certified Practitioner Training Certification (PMI-ACP)
- Microsoft Project Management Orientation
- Retail Pro Training Certification
- ASP.Net Certification

## WORK HISTORY

### ERP Project Manager

Wisys - Riyadh, Saudi Arabia.  
ASLAK - United Wire Factories.

11/2021 - current.

- Developing project plan, risk plan, and communication strategy plan with key stakeholders.
- Maintaining project schedule, managing teams, managing stakeholders.
- verify training plans are established and escalate plan slippage and resource constraints to PMO leadership.
- report to the PMO providing daily/weekly/monthly project tracking status.
- working with the application architect, development, and functional team for functionality and technically assessment of the solution scope.
- working with the ERP Functional team to gather, refine, and confirm business requirements.
- provide a consultation and proof of concept to application owners about the solution to meet business imperatives.
- worked on all project phases - requirements gathering till go-live, including system configuration, Master Data setup, and User Training UAT
- Work with functional and technical team along with the end-users to resolve incidents and analyze GAPS by developing workarounds, submitting defects and change requests.
- perform problem root cause analysis to implement solutions that prevent problem reoccurrence.
- Strong ability to communication effectively with local, and cross-divisional virtual teams.
- lead steering committee on ERP process change management activities.
- Good cross functional communication and presentation skills.
- Strong Project management skills with Strong ERP background.

## SKILLS

- Project management
- Risk management
- Vendor sourcing
- SAP
- B2B Sales
- Technical Writing
- Multi-Unit Operations Management
- Detail-Oriented
- KPI Review and Management
- Cost Control
- Purchasing and Procurement
- Research and Development
- Customer Relations Specialist
- Agile Project Management
- Problem-Solving Skills
- Communication Skills
- Coaching

## LANGUAGES

**Arabic:** Native language

**English:**

V

Advanced

## ADDITIONAL INFORMATION

City/Town: Riyadh

Date of birth: 01.03.1991

Place of birth: Saudi Arabia

Driver's license: Issued from Saudi Arabia

Gender: Male

Nationality: Jordanian

Marital status: Single

## IT Project Manager

PAIS Group - Riyadh, Saudi Arabia

05/2020 -

11/2021

Assembling and coordinating cross-functional project teams.

- Estimating project's budget and being very accurate about it.
- Recognizing and understanding competing organization requirements and optimizing project resources to best meet these needs.
- Using project management software to carry out duties.
- Ensuring that all IT projects are delivered on-time, within scope, and to budget.
- Monitoring sub-contractors and third parties to ensure that guidelines are maintained.
- Communicating status of project to all stakeholders.
- Leading multi-disciplinary projects within IT Service Delivery.
- Drawing up project plans that will support delivery of various IT projects being undertaken.
- Producing clear status reports and project presentations.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Developed slideshows and other forms of media to present project

progress to executive team.

- Maximized customer satisfaction through effective operational management aligned with quality standards and customer requirements.
- Defined project deliverables and monitored status of tasks.
- Served as single point of contact for project scheduling and changes.
- Collaborated with cross-functional teams to draft project schedules and plans.
- Developed new analytics tool to allow senior management to understand impact of each project.
- Generated reports detailing project information and predictions.
- Enhanced customer satisfaction ratings by resolving issues efficiently.
- Facilitated business operations by generating project status reports for corrective action.
- Executed on-time, under-budget project management on complex

issues for senior leadership.

- Upheld quality standards by monitoring and correcting work.
- Delivered high level of service to clients to both maintain and extend working relationship for future business opportunities.
- Conducted technical and customer meetings to increase communication and strengthen internal and external relationships.
- Evaluated product and process disadvantages and suggested solutions including changes to processes, products or quality standards where warranted.
- Reduced costs by using site resources and subcontractors effectively.
- Manage over 50 customers calls per day
- Increase sales 10%

### **Projects With PAIS Group:**

- Johns Hopkins Aramco Healthcare (JHAH): Azure Information Protection (AIP)
- Ministry of Human Resources and Social Development (MLSD): Azure Information Protection (AIP)
- Ministry Of Tourism: Audio Visual (Yamaha & Biamp)
- Social Development Bank (SDB): Microsoft Teams Integration with CISCO (PBX)
- Saudi Airlines: Video Conference Solution (Logitech)
- G20: IT Project Outsourcing (1 Year Project)
- Saudi Customs: Azure Information Protection (AIP)
- King Faisal Specialized Hospital: Microsoft Teams Integration with Avaya
- AlSalhiyeh Medical: Microsoft Teams Phone System
- Council of Cooperative Health Insurance(CCHI): Evoko Room Manager (+50 Meeting Rooms)
- Saudi Arabia Military Industries(SAMI): Video Conference Solution

### **SAP Cloud Project Manager**

12/2017 - 05/2020

### **Logical Application for Business Solutions - Riyadh, Saudi Arabia**

- Managing project development from initiation to closure by working with colleagues, customers, and management, often spinning multiple plates at once
- Working with project sponsor and stakeholders to complete project charter outlining: Scope of work, deliverables, required resources, budget, and timeline.
- Developing work breakdown structure (WBS) to estimate required time for each task
- Developing full-fledged project schedules for the assigned projects.
- Proactively managing project risk, issues, and roadblocks in order to remove any possible challenges that might negatively impact project scope, schedule, and budget.
- Responsible for thoroughly understanding and communicating stakeholder requirements to appropriate team members and managing all requirements accordingly to realize each for the stakeholder.
- Establishing clear ownership for project tasks, ensure that team members have the tools needed and provide timely feedback.
- Manage the project according to the client PMO project management methodology.
- Coordinating with Applications & Platforms department Senior Program Manager to acquire required resources to perform work.
- Maintaining excellent communication with all stakeholders
- Defining & controlling project success criteria, constraints, and assumptions
- Develops detailed Project Plan with the assistance of the

- project team
- Creates an organizational breakdown structure (WBS) with the assistance of the project team
- Managing day-to-day tasks and provide direction to team members performing work on the project.
- Reviewing regularly with Senior Program Manager and Client PMO Team the project status and comparing plans to actual values.
- Reviewing regularly the project schedule, comparing baseline schedules to actual work completed
- Updating budgets and schedules and makes recommendations to the contract as needed
- Creating all the required project documentation based on the Client PMO project management methodology.
- Support in the regular development of reports for all relevant internal and external stakeholders.
- Ad-hoc support to the Applications & Platforms department, including (but not limited to) preparation of the executive presentations.

## **SAP Business One Sales Consultant**

01/2017-12/2017

### **ABACUS Global - Riyadh, KSA**

- Identifying, making contact, and arrange meetings with new prospective clients identifying their requirements, and then proposing solutions.
- Arranging for software demonstrations for customers and answering any technical questions that clients may have.
- Developing sustainable relationships with decision-makers and coming up with new strategies to increase sales.
- Following sales process from start through to close.
- Negotiating commercial and license agreements with clients.
- Arranging for after / post-sale support to clients.
- Planning, developing and implementing field sales action plans.
- Managing sales expenses.

### **ERP Technical Sales Support**

01/2013 - 04/2017

Falcon Info - Riyadh, Saudi Arabia

- Support the implementation of QA policies and train the clients on the system's procedures, functionality and policies.
- Developing and conducting testing for documents business process and resolve problems with current .Net ERP system. Analyze remaining legacy system requirements needed and investigate solutions.
- Handling documents requirements specifications for enhancement and upgrades according to a standard template.
- Writing documentations of the system's requirements and basic ERP procedures.
- Ensure understanding of the business function and process needed and documents those processes.
- Define and create test plans, test scripts, and test procedures based on the system's requirements. Coordinates testing and verifying data integrity.
- Participating in writing the system's user manual.
- Quality Control (QC) \_ Ensuring that the system working well after installation and after installing the new modifications on the systems

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## **EDUCATION**

Information Technology , 06/2012

Hashmite University - Az Zarqa

# Project Management Institute

THIS IS TO CERTIFY THAT

ahmad musameh

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:** 3138810

**PMP® Original Grant Date:** 10 September 2021

**PMP® Expiration Date:** 09 September 2024





# CERTIFICATE OF COMPLETION

This is to certify that

Ahmad Jamil Abdelkarim Musameh

Has earned 21 contact hours by completing the  
PMI-ACP® (Agile Certified Practitioner) Preparation Course

On

18th September 2021

41217

Certificate No.

STAMP



Sayed Mohsen

Elsayed Mohsen,  
Instructor