



# DOAA AHMAD ALAHMADI

PROJECT, PROGRAM & PORTFOLIO MANAGEMENT

## CONTACT



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Jeddah | Saudi Arabia

## SKILLS

System Analysis & Design



Project Management



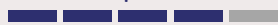
Microsoft Office



Charts illustration



Leadership & Team Work



Problem Solving



Planning & Organizing



Working under Pressure



## LANGUAGES

Arabic

Native language.

English

Full professional proficiency

## CAREER OBJECTIVE

A highly organized and hard-working individual looking To secure a challenging position in a reputable organization to expand my knowledge and skills while making a significant contribution to the success of the company.

## EDUCATION

### King Abdul-Aziz University

● Master in Information System, Sep 2021 - Present

● Bachelor in Management Information System, Sep 2013 - Dec 2017

## EXPERIENCE

### ● Project & Portfolio Management Analyst

Saudi Air Navigation Services, Jan 2022 to Present

- Responsible for maintaining and supervising the entire IT projects and portfolio using PM approach and guidelines, including capturing and tracking all project plans, scoping, budgeting, and scheduling. Management of resource utilization, and quickly and effectively resolving any encountered conflicts and risk, as well as producing reports and dashboards for executive management.

### ● Program & Project Management Officer

IT Department - United Cooperative Assurance, April 2018 to Jan 2022

- Responsible for managing and overseeing the entire programs and portfolio of IT through PM methodology & framework by capture, and logging all projects plans within the PPM tool, providing macro-management over resources utilization, and proactively resolving any encountered conflicts in addition to producing reports and dashboards for executive management, in addition, to Provide necessary support and coaching to assigned project managers.
- Responsible for building a healthy and proactive relationship with business units and actively listening to business problems or suggesting new innovations for work improvement.

### ● Training Coordinator

Success Plans Office for Education Consultancy, Jan 2018 to April 2018

- Coordinating multiple training events and brainstorming courses.
- Document and records management.

### ● Intern in Information Systems & Services Department (ISS)

Dallah Albaraka Holding Company, Sep 2017 to Des 2017

- Improving Help Desk Support System by using Dashboard Analysis and data verification.
- Attended brainstorming meetings to provide creative input to improve the operations.

## CERTIFICATIONS

### - Certified Project Management Professional (PMP), 2020

- Issued from Project Management Institute (PMI)

### - Certified Associate in Project Management (CAPM), 2019

- Issued from Project Management Institute (PMI)

### - Certified Trainer, Training of Trainers (TOT), 2018

- Issued from Technical and Vocational Training Corporation (TVTC)

## COURSES

2021 ● - PMP Exam Prep Seminar

2020 ● - Statistics for Business Analytics and Data Science

2020 ● - CAPM Exam Prep Seminar

2019 ● - AML/CFT Awareness WorkShop

2019 ● - Decision making

2018 ● - Advanced leadership and management skills

2017 ● - Awareness & Application of The New Quality Management System, version ISO 9001