

PROFILE

Enthusiastic **Project Manager** Eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of Project Management, Process Improvement and IT Solutions. Motivated to learn, grow and excel within an organization. What motivates me is solving a difficult task with 99.99% success rate.

Remarkable Snapshots:

Project	Role	Role Snapshots
Digital Transformation <ul style="list-style-type: none"> - Cloud Data Center - Connectivity Project - Call Center Project - ERP Project 	Vendor Management Budget Management Contract Management	<ul style="list-style-type: none"> - Managed the vendor analysis and study of choosing the most suitable ERP provider. - Managed project's budget and the alignment with the annual budget. - Managed the IT contracts, Implementations and Project sign-off.
Innovation Programs <ul style="list-style-type: none"> - Hajj Challenges Campaign - COVID-19 Ideation Campaign - Innovation Acceleration 	Innovation Consultant Project Management Process Improvement	<ul style="list-style-type: none"> - Innovation consultancy for several campaigns, such as idea development and assessment. - Innovation Project Mgmt. such as Project initiation, implementation and delivery. - Innovation Platform Manager (Technical)
Service Level Agreement Project	Contract Management	12 entities SLAs which had a revenue of 13M SAR in 2019 and 9M SAR in 2020

Professional Experience

King Abdullah Medical City – Makkah Jun 2020 – Present	DEPARTMENT MANAGER – INNOVATION PROJECTS THE EXECUTIVE ADMINISTRATION OF RESEARCH AND INNOVATION Innovation Project Management Strategy KPIs Process Improvement <ul style="list-style-type: none"> • Led projects and analyzed data to identify opportunities for improvement. • Identified issues, analyzed information and provided solutions to problems. • Used critical thinking to break down problems, evaluate solutions and make decisions. • Created plans and communicated deadlines to ensure projects were completed on time. • Drove operational improvements which resulted in savings and improved profit margins. • Reviewed monthly operations to assess compliance with budgets and determine necessary adjustments for future plans. • Generated annual budget forecasting information for executive and corporate reports.
Saudi Bugshan group – Jeddah Jun 2019 – May 2020	IT VENDOR AND CONTRACT SPECIALIST – SHARED SERVICES DEPARTMENT Digital Transformation SLA KPIs Performance Monitoring POs Contracts <ul style="list-style-type: none"> • Negotiated optimal contract terms and conditions to lessen business risk and maximize financial objectives.

Tokai University - Tokyo March 2015 – Dec 2018	<ul style="list-style-type: none"> Reviewed current contracts to identify upcoming contract expirations and coordinated with stakeholders to analyze contract renewals and re-negotiation. Managed 30+ contracts valued at \$5M and led several IT projects' contract successfully. Partnered with project managers to review costs and prepare budgets, subsequently reporting to clients. Negotiated with bidders to achieve fair, reasonable and positive outcomes for all parties. <p>SEASONAL CONTRACT PROJECT MANAGER</p> <p>Logistics Project Management Performance Analysis Team Representative</p> <ul style="list-style-type: none"> Identified plans and resources required to meet project goals and objectives. Headed project teams specializing in design and launch activities. Tracked project and team member performance closely to quickly intervene in mistakes or delays. Manage all the logistics during the project timeline.
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Education

Tokai University April 2017 – March 2019	MASTER OF ENGINEERING – ELECTRICAL AND ELECTRONICS Robotics Machine Learning Artificial Intelligence 3D – Eye movements
Tokai University April 2013 – March 2017	BACHELOR OF COMPUTER ENGINEERING – APPLIED COMPUTER ENGINEERING Software Hardware Robotics English literature Inter-cultural Communication

Honors & Achievements

Saudi Bugshan group - 2019	Employee of the month
UNESCO Japan – 2018	Speech Contest in Japanese & English First Prize

Internships & Courses

Engineering Track – 2018 MELI – 2020 Doroob - 2020 IPA – 2021 Six Sigma Society – 2021	<ul style="list-style-type: none"> Project Management Professional (PMP) Occupational Safety & Health Administration (OSHA) Change Management Microsoft Excel Operational Planning Budget Management White Belt – Lean Six Sigma
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Skills

Project Management | Cost Management| Budgeting & Analysis| SLAs | IT Solutions | Vendor Management | Microsoft Office | MenaHRMS | Process Improvement | Contract Management | Linguistic: Arabic, English, And Japanese

References

Available upon request