

# Maram Alkahlani

## Head of Project & Change Management

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Personal Details:  
10/01/1987 ■ Alkhobar ■ Saudi  
Female

Performance-driven professional with hands-on experience developing and directing strategic organisational change initiatives to assure accountability as per business objectives. Expert in creating plans to promote the vision, mission, and strategic direction of the business. Proven success translating strategies into objectives and key performance indicators. Ability to execute effective governance to support effective decision-making. Adept at performing complex analyses and delivering data and recommendations to drive decisions based on data, facts, and analytical findings across the organisation. Able to develop progress and performance reports to highlight strategy and departmental performance while coordinating with departments.

## Areas of Expertise

- |                       |                                |                              |
|-----------------------|--------------------------------|------------------------------|
| ◆ Project Management  | ◆ Strategic Planning           | ◆ Team Leadership & Training |
| ◆ Change Management   | ◆ Office Administration        | ◆ Performance Evaluation     |
| ◆ Process Improvement | ◆ KPI Reporting                | ◆ Problem Resolution         |
| ◆ Database Management | ◆ Strategy Alignment/Cascading | ◆ Communication Skills       |

## Professional Experience

**Armed Forces Hospital, Dhahran** **2020 – Present**  
**Head of Project & Change Management Unit, Strategic Implementation Office Deputy Director**

Design a database for project control on hospital strategic project. Introduce a strategic implementation office department in the Ministry of Defence while coordinating with start-up team. Develop project objectives, approaches, and key performance procedures as well as execute change management methodology to the organisation's project in liaison with high performing team members. Hold full accountability for managing transformational change. Deliver support to the management in overseeing strategic project and initiative to achieve goals.

- Promoted to the position of unit head in recognition of achievement of outstanding leadership abilities.
- Developed, supervised, and strengthened long-term relations between the office and other departments by using excellent communication skills.
- Set a benchmark of excellence by issuing the hospital strategic document in accordance with departments and medical services strategic goals.
- Designed and executed a communication plans to improve strategic awareness.

**Armed Forces Hospital, Dhahran**  
**Administrative Assistant, Health Affair**

**2017 – 2020**

Prepared creative strategies and structure to administer specific activities. Examined and evaluated department performance and created standard department reports in a timely manner. Offered work order reports to the management related to materials.

- Achieved bottom line results by developing and defining department objectives and KPI's.
- Effectively designed a system to administer dental implant patient, such as request, dispense, and lab parts.

## Additional Experience

Dental Therapist, Armed Forces Hospital, [Dhahran](#), 2009-2016

Educational Advisor, Global Vision for Academic Service, [Alkhobar](#)

## Education

### Bachelor of Science in Dental & Oral Health

Prince Sultan Military College of Health Science, Dhahran

### Diploma in Dental Hygiene

Prince Sultan Military College of Health Science, Dhahran

## Professional Training & Certification

Strategic Planning Professional (SPP) Training Course, 2021

Project Management Professional for Healthcare, PMP Training Course, 2021

Agile Project Management Introduction, 2021

SIO Cascading Workshop, King Fahad Medical Complex, Dhahran, 2021

Change Management Certificate, PROSCI, 2021

Change Management Interaction with Strategy & Projects, 2021

CCMP Training Course, 2020

Leadership & Quality Skills for Healthcare Practitioners Symposium, 2020

Change Management Training Course, 2020

English as a Second Language, ESLI, USA