



## Mohammed Almutairi ICLT - PMP

Strategic thinker, project's specialist, and a business developer who is able to adapt with different work environment. Keen in developing business solutions and generating more revenue.

### WORK EXPERIENCE

#### Northrop Grumman

##### Business Development Manager

2019 — Present

- Developing growth strategies and plans. and managing and retaining relationships with clients. Increasing client base.
- Conducting due diligence with leading local manufacturing companies in order to get manufacturing license in the kingdom from GAMI.
- Researching, planning, and implementing new target market initiatives.
- Researching prospective accounts in target markets. Pursuing leads and moving them through the sales cycle.

#### Orbital ATK

##### Business Analyst & Executive Assistant

2017 2019

Conduct market analyses, analyzing both product lines and the overall profitability of the business. Develop and monitor data quality metrics and ensure business data and reporting needs are met. Strong technology, analytical and communication skills are must-have traits. evaluating business systems and processes to identify potential areas of improvement. work with stakeholders in the business to develop business plans and strategies. Serve as a business, systems, and relationships point of contact, handling inquiries and developing action plans to address them. Scheduling meetings and supporting the organization of missions. Maintenance of records and document archive.

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### EDUCATIONAL BACKGROUND

**Bachelor of English Language & Literature**

**Specialized 6 months Course in Business Strategy University of Virginia**

**Specialized 6 months Course in Business English Communication Skills University of Washington**

### CERTIFICATION

**INTERNATIONAL CERTIFICATE IN LOGISTICS & TRANSPORT (ICLT)**

**Project Management Professional. (PMP Certified)**

### Training Courses

**Supply Chain Foundations  
Implementing Supply Chain  
Management**

**Supply Chain Operations and  
Management Tips**

**Excel Supply Chain Solving Problems  
Six Sigma: Green Belt**

**SAP Business One: Production and  
Logistics**

**MS Excel for Business McGuire  
University**

## Mohammed Almutairi ( ICLT - PMP )

### Constructions Volume Part-time

#### Strategic Planning Specialist

2014 - 2016

- Shaping the company's overall business strategy.
- Developing strategic plans and assessing company performance.
- Conducting research and data analysis to inform business decisions.
- Implement actionable marketing strategies and tactics to meet defined goals and objectives.

### Ministry of Saudi Arabian National Guard

#### Office Management

2009 - 2017

Day-to-day administrative officer.  
Responsible for purchasing department equipment.  
Responsible for the transportation of materials and equipment.  
Responsible for warehouse inventory.  
Responsible for coordinating with other government sectors.  
provided information assistance and directional guidance to guests.  
checking visitors' entry cards, ensuring the speedy progress of procedures, and avoiding crowding.

### SKILL S

**Bilingual (Arabic and English)**

**Using Microsoft Office tools**

**Communication Skills**

**Problem-solving and decision making**

**Teamwork**

**Time Management**

**Collaboration**

**Attention to detail**

### Reference

**Hamad Al Hamad**

**BD officer at NG Arabia**

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