

# MOATAZ AL ZAHrani

SENIOR ADMIN OFFICER - FINANCIAL ANALYST - TEAM LEADER -  
PROJECT MANAGER

 @MOATAZ ALZAHrani | Saudi Arabia - Riyadh | 0598572607 | Moataz071@gmail.com

## PROFILE SUMMARY

As an experienced professional in administrative and financial affairs, leadership, and project management, I possess a unique blend of skills that enable me to excel in various roles. With a proven track record of success in managing complex projects, leading teams, and implementing strategic initiatives, I am confident in my ability to deliver exceptional results.

## PROFESSIONAL SKILL

Financial Analyst  
Team Leadership  
Effective Communication  
Creativity  
Innovation  
Emotional Intelligence

## TECHNICAL SKILL

Advanced in Excel  
ORACLE  
SIS System  
Microsoft Office  
Adobe Design Products  
Notion  
Basic Mathematics  
Basic Computer Science

## EDUCATION

**Master in Business Administration** 2020 - 2022  
Saudi Electronic University, Riyadh  
GPA 4/3.54 (2nd Honor Degree)

Research Paper: **The impact of Work-life Balance on Employees Satisfaction and Turnover Intentions in Riyadh, KSA**

**Bachelor in English Language, Linguistics, Literature and Translation** 2014 - 2018  
IMAM Islamic University, Riyadh

## WORK EXPERIENCE

**Senior Admin Officer** FEB 2019 - Present  
King Saudi Bin Abdulaziz University for Health Sciences

- Oversee and manage administrative tasks and operations within the organization
- Develop and implement policies and procedures to improve efficiency and productivity
- Act as a Servant Leader to administrative staff and provide guidance and support as needed
- Maintain accurate records and files, both physical and digital, to ensure compliance with regulations
- Coordinate with other departments to ensure smooth communication and collaboration across the organization
- Manage budgets, expenses, and financial reports related to administrative activities
- Conduct research and analysis to identify areas for improvement in administrative processes
- Plan and organize events, meetings, and other activities as needed
- Provide excellent customer service to internal and external stakeholders
- Ensure compliance with all relevant laws, regulations, policies, and procedures.

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## PROJECTS

### **Rules and Regulations for Postgraduate Programs (Diploma and Masters) Bylaw** 2021 (6 Months)

King Saudi Bin Abdulaziz University for Health Sciences

As a participant in a project focused on financial management, I was tasked with writing a bylaw that would serve as the official guidebook for a paid educational program. This bylaw was designed to provide clear and concise guidelines for managing the financial aspects of the program, including budgeting, accounting, and reporting.

To create this bylaw, I worked closely with other members of the project team to identify key financial considerations and develop policies and procedures that would ensure the program's financial success. We conducted extensive research on best practices in financial management and consulted with experts in the field to ensure that our recommendations were sound.

### **Flowcharts and Process Maps of College of Public Health & Health Informatics** 2023 (on-going)

King Saudi Bin Abdulaziz University for Health Sciences

Currently, I am working as the team leader on a project that involves creating flowcharts and process maps for a College of Public Health & Health Informatics. This project requires me & my team to analyze the various processes and procedures within the college and create visual representations of them using specialized software.

The current aim of the project is to create flowcharts and process maps of administrative & academic procedures and processes, by covering the job responsibilities of Managers, Deans, Faculty Members, etc. This project will also test its validity and functionality on the administrative & academic levels.

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## AWARDS

- Employee of the Month (April) 2022
- New Contributor Award for Innovation and Involvement

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## LANGUAGE

- **English (Fluency)** *I prefer the interview to be in English*
- **Arabic (Native)**
- **Spanish (Intermediate)**