**Ahmed Al-Ghamdi**

Certified PMP | Master’s Degree in Engineering Management | EPMO, SDAIA

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***PROFESSIONAL SUMMARY***

A trustworthy certified project management professional. Holding a master’s degree in engineering management along with 7 years of professional and managerial experience in project management field.

***WORK EXPERIENCE***

* **Saudi Data and Artificial Intelligence Authority - SDAIA**

*Enterprise Project Management Office (EPMO) –* ***Acting Manager, Project Management and Performance Quality***

*(June 2022 – Present)*

* Cooperating with SDAIA strategy office to build an execution plan to execute the high level strategic vision and to monitor the vision achievement progress.
* Increasing the awareness level of project management reporting activities by 52% by developing and exciting a weekly awareness plan to share and communicate top and major issues in managing projects along with best practices in project management.
* Member of SDAIA steering committee, this involves monitoring SDAIA projects execution progress along with maintaining high level quality reporting process of projects status to the steering committee.

*Enterprise Project Management Office (EPMO) –* ***Senior EPMO Specialist****, Portfolios Management*

*(November 2021 – May 2022)*

* Standardizing the project management work activities by developing internal procedures for top and usual project management work activities (Request for Proposal, Building Projects Master Plan, Process of Managing Change Requests and Process of Accepting and Validating Projects Milestones and Deliverables).
* Increasing the reliability of the project management system by increasing the quality of the project documentation process by 38%.
* Team leader: Leading and supporting team members to help achieving highest performance and quality of daily routine work activities.
* **BAE Systems - Riyadh**

*Information Management & Technology (IM&T) Project Management -* ***Project Coordinator****, PMO*

*(January 2021 – October 2021)*

* Leading and managing projects financial aspects and relevant procurement process.
* Member of the Projects Review Board (PRB).
* Leading and managing PMO risk management activities.
* Engagement lead; responsible for team engagement activities that include engaging with global peer departments and internal engagement activities within local teams.
* **BAE Systems - Dhahran**

*Supply Chain Management -* ***Supply Chain Professional****, Tornado Aircraft Engine*

*(May 2018 – December 2020)*

* Reduced the Request for Quotation (RFQ) processing time by 28% (from 14 weeks to 10 weeks).
* Processed over 130 engineering queries through the integrated engineering database (IEDB) system.
* Reduced the number of pending Purchase Requisitions (PRs) from 235 to 41 by effectively implementing PARETO analysis technique.
* **PepsiCo - Dammam (April 2016 – April 2018)**

*Construction Project Management -* ***Environment, Health and Safety (EHS) Supervisor****, Plant Expansion Project (April 2016 – April 2018)*

* Led the development of two procedures (Personal Protective Equipment and Ergonomic).
* Managed a team of four members to conduct two health and safety awareness campaigns that improved the employees’ awareness of ergonomics by 70% and PPE compliance rate by 40%.
* Developed and published Safe Systems of Work (SSOW) for 46 site activities.
* **SABIC - Jubail**

*Co-op Training,* ***Maintenance Planning Engineer***

*(February 2015 – July 2015)*

* Analyzed the expenses of the central maintenance services (CMS) department by partially implementing the root cause analysis (RCA) technique including Fishbone-Diagram and 5-Why method of problem identification.

***EDUCATION***

* **King Fahd University of Petroleum and Minerals (January 2019 – May 2021)**

Master of **Engineering Management**. The program focuses on decision-making analysis, project management, and supply chain management.

* **King Abdulaziz University (February 2010 – November 2015)**

Bachelor of Science (B.S.) in **Industrial Engineering**. Member of Saudi Council of Engineers (SCE) and Project Management Institute (PMI).

**Relevant Coursework**

Engineering Project Management, Statistical Analysis Planning, Financial Reporting, Project Quality Management, Decision Analysis, Supply Chain Design, Marketing Management, Operations Research, Production Planning, Industrial Safety Engineering, Industrial Systems Simulation and Facilities Planning.

***TRAINING / WORKSHOPS***

* Intermediate Enterprise Risk Management, Informa training center – March 2021
* Microsoft Project Intermediate, New Horizons training center - February 2021
* Demand Process Management, United Kingdom, Manchester – September 2019
* Essential Excel Skills for Business, online course via Coursera – January 2019
* Seven Habits of Highly Effective People (workshop), Riyadh – December 2017
* Lean Six Sigma Implementation Process (workshop), Riyadh – December 2017
* Essential Tools for Solving Managerial Problems, Jeddah – November 2015
* Certified Associate of Project Management (CAPM), Jeddah – February 2013
* Public Speech Skills, King Abdulaziz University, Jeddah – December 2012

***SKILLS AND ABILITIES***

* Managerial Coaching.
* Conflicts Resolution.
* Good at Managing Team Workload and Creating Collaborative Team.
* Proficient in Excel (Pivot Tables. Vlookup, Hlookup and Charts).
* Proficient in MS Project (tasks scheduling and recourses allocation).
* Good presentation skills and proficient in dealing with PowerPoint
* Able to develop work procedures, work instructions and training materials.
* Able to deal with Six Sigma (DMAIC).
* Able to deal with Risk Assessment.
* Able to deal with ERP systems (SAP and IFS)
* Able to deal with Material Requirement Planning (MRP).
* Good Time Management Behavior.
* Excellent Communication Skills and Effective Listening.
* Project Management Knowledge.
* Leadership Skills.
* Ability to Work under Pressure.
* Complex Problem-Solving Ability.