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| **Turki AlRashidi** | | +966 565555686  [trashidi@outlook.com](mailto:trashidi@outlook.com) | |
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|  | **SUMMARY OF QUALIFICATIONS** | |  |

* Over eight years of professional work experience managing applications and projects.
* Thrive in a competitive work environment where team members need to be pro-active, action-oriented.
* Experience from all angles of a project: management, architecture, lead team, analysis, testing, and handover.
* Strong understanding of accountability and ownership of projects in order to meet deadlines set by stakeholders.
* Experience procurement, RFP, RFI, RFQ,

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|  | **EDUCATION** |  | | |
| **Bachelor of Science in Mamangemnt**, Grambling State University, Grambling LA  Unted State of America  *GPA*: 3.3 | | | May 2021 | |
| **Diploma in Network Engineering**, New Horizons Kuwait City, Kuwait | | | June 2002 | |
| **Additional Certifications**  **Certifed Project Management Professional (PMP)**  CompTIA IT Project+ (IT Project Management)  Microsoft Certified IT Professional (MCITP): Database Administrator  Microsoft Certified Technology Specialist (MCTS) SQL Server  Microsoft Certified Systems Engineer (MCSE) Microsoft Windows Server 2003, Systems Engineer  Microsoft Certified Systems Administrator (MCSA) Microsoft Windows Server 2003, Systems Administrator  Microsoft Certified Database Administrator (MCDBA) Microsoft SQL Server 2000 | | | | **2021**  2007  2005  2003  2003  2003 |

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|  | **EXPERIENCE** |  | |
| **IT Project Manager, EPM Administrator, PMO Specialist**  King Abdul Aziz and His Companions Foundation for Giftedness and Creativity (MAWHIBA), Riyadh, Saudi Arabia | | | Aug 2006 – Aug 2014 |

* Spearheading IT projects by coordinating laterally between diverse technical teams and vertically across management hierarchy to seamlessly implement - project rollouts, management systems and process enhancements.
* Developing process flows and templates for establishing efficient project management, financial and other PMO working standards included in the PMO framework/ methodologies as necessary.
* Synchronizing the financial work orders, invoices, payment schedules with various departments including finance, admin and core BU’s to ascertain payments due from Mawhiba’s programs in line with organizational standards.
* Arranging diverse documents relating to PMO framework/ methodologies/ standards as required for implementation in respective departments and extending back up and support to the project managers to monitor project by means of EPM for convenient access centrally.
* Fostering cordial relationships with stakeholders to support the business needs and contributing towards continuous improvement.
* Defining and maintaining project management plans (PMP), thereby enabling appropriate reporting mechanisms on project status to the stakeholders to ensure timely completion of project.
* Recognizing and managing all the project issues, changes and risks wherever required and bringing them to the attention of the stakeholders to take effective actions and circumvent bottlenecks.